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ABSTRACT

The purpose of this manual is to improve and clarify the system of student accounting used in Oregon public schools. Student accounting in Oregon should yield accurate demographic assessments of students at the local school and program level that will in turn provide cumulative data at the district, state, and federal levels. The manual reviews statutory requirements and administrative rules, summarizes the function of and includes state report forms, lists Oregon school register instructions, furnishes Oregon school register instruction sample forms, provides a schedule of due dates for student accounting forms, and presents interpretations and opinions of statutes and rules that apply to the allocation of the Basic School Support Fund, as well as related recordkeeping and reporting procedures. (JAM)

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OREGON STUDENT ACCOUNTING MANUAL

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Oregon Department of Education
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Verne A. Duncan
State Superintendent of Public Instruction

EA 020 745

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OREGON STUDENT ACCOUNTING MANUAL

A Handbook on Student Accounting and the Oregon School Register

Revised Fall 1988

School Finance and Data Information Services
Office of School District Services

Oregon Department of Education
700 Pringle Parkway SE
Salem, Oregon 97310-0290

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FOREWORD

Accuracy in student accounting procedures gives school districts a sound basis of financial and statistical information for all subsequent decision making. The purposes of this Oregon Student Accounting Manual are to describe the student accounting system used in Oregon, and to assist districts in their efforts to maintain accurate records and report properly to the Department of Education.

In January 1981 the State Board of Education adopted OAR 581-23-006, "Student Accounting Records and State Reporting." The rule has been amended several times since then, most recently to address the reporting requirements for alternative programs and the collection of early leaver statistics. Pertinent Oregon Administrative Rules, Oregon Revised Statutes and Department of Education forms are included in this manual.

For further information contact Walter Koscher, School Finance and Data Information Services, 378-3631.

Verne A. Duncan
State Superintendent
of Public Instruction

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INTRODUCTION

Elementary and secondary education nationwide is one of the most important of governmental efforts. It affects a large proportion of the nation's citizens and commands a significant proportion of the nation's financial resources. The system operates through a mix of educational planning and financial support at the federal, state and local levels. Effective planning and the equitable allocation of scarce financial resources require a comprehensive system of student accounting. The accounting system must satisfy educational planning and financial needs at the local, state and federal levels by accurately measuring the number of students being educated.

The purpose of this manual is to improve and clarify the system of student accounting used in Oregon public schools. Full implementation of this system will yield an accurate accounting of students at the local school and program level---which will in turn provide cumulative data at the district, state and federal levels.

THE STUDENT ACCOUNTING SYSTEM IN OREGON

Implementation of the student accounting system in Oregon requires an understanding of certain Oregon statutory requirements, as well as those student measures which are used nationwide.

- Residency for School Purposes (ORS 332.595)

  Residency for school purposes is an essential concept in the student accounting system. It determines which school district is responsible for the education of an individual and also is the basis on which the Basic School Support Fund, the Common School Fund, and the County School Fund are distributed to local districts. It is important, therefore, that the residency of each student be legally determined by each district to assure proper distribution of these funds.

  Every person in Oregon between the ages of 4 and 18 is resident for school purposes in a school district. In general, individuals are considered to be resident in the district in which their parents or guardians reside. However, legally emancipated individuals are resident in the district in which they reside. Wards of public or private agencies are resident in the district in which they reside provided they live in licensed substitute care facilities certified for a maximum of four children. Those living in substitute care homes certified for five or more are resident for funding purposes in the district in which their parents or guardians lived at the time the child was placed by a public agency or by a private licensed child-caring agency. Responsibility for determining residency lies with the attending district.

- The School Census (ORS 332.575 and 332.585)

  In Oregon, the school census is a count of the number of children between the ages of 4 and 20 who reside in the state. It is used in the initial distribution to the county of the Common School Fund and to compute the mandatory portion of the County School Fund tax levy.

  Prior to 1971, an actual census was conducted every other year by each school district in the state. Children of school age (4–20) were listed by name, address and resident district. In 1971 the legislature amended the law to permit an estimated census. An annual estimate of the number of school age children by county lines is now made by the Center for Population Research and Census at Portland State University. However, a school district may still conduct a student census of its district if it so chooses.

  To determine the school census by ESD or county school district, the State Superintendent of Public Instruction prorates the annual estimate of census for the entire state in the same proportion as the resident average daily membership of each ESD or county unit bears to the total resident average daily membership of the state. The administrative officer of each ESD or county unit then apportions the census to the common school districts (unified and elementary) reporting to that ESD or county unit. This school district census satisfies statutory references to "school age children" and "school census."

- Admission of Students (ORS 339.115 to 339.135)

  Each district must admit to the schools of the district free of charge all persons between the ages of 6 and 21 (5 and 21 if the district operates a kindergarten program) who are resident in the district. Tuition, however, may be charged under ORS 336.165 for certain courses that are not a part of the regular school program. Furthermore, each district may admit nonresident students and may fix rates of tuition for these students. A district also may contract with another district for the admission of its students in schools of the other district.

- Compulsory School Attendance (ORS 339.005 to 339.090)

  Subject to certain statutory exemptions, all individuals between the ages of 7 and 18 years who have not completed the 12th grade are required to regularly attend a public full-time school. Any person responsible for an individual between the ages of 7 and 18 years who has not completed the 12th grade is required to maintain that individual in regular attendance during the regular school year.

  Summary of Exemptions (see specific statutes for a more detailed explanation):

  - Those between ages 16 and 18 years who are employed full-time, employed part-time and in school part-time, attending community college, or equivalent activities.
  - Those enrolled in private or parochial school programs.
  - Those who have satisfactorily proven knowledge equivalent to that which is taught in grades 1 through 12.
  - Those who are physically or mentally too ill to attend school safely.
  - Certain children being taught at home by a parent or private teacher.
  - Those excused by the district school board after completing the first eight grades.
  - Those excluded from attendance as provided by law.
  - Those between 16 and 18 years old who have the mutual consent of the school and parents or guardians.

- Regular School Program and Regular School Year (OAR 581-23-006)

  Student accounting records must be maintained as prescribed by the Oregon Department of Education to cover students enrolled in the regular school program operating during the regular school year. The regular school program for these purposes is that program offered to comply with the standards adopted by the State Board of Education and compulsory school attendance law. This does not include summer school, adult education or prekindergarten programs. The regular school year is that period of time during which student participation is required in the regular school program.

For reporting purposes, the school year is divided into four quarters: the first quarter is from July 1 to September 30; the second quarter is from October 1 to December 31; the third quarter is from January 1 to March 31; and the fourth quarter is from April 1 to June 30.

STUDENT MEASURES

- Enrollment

Enrollment as a student measure is designed to yield a headcount of the students who have enrolled in the educational program during the regular school year. It is always a cumulative figure for the school year. The headcount is achieved by using a coding system reflecting each student's status at the time of entry and withdrawal from school. The coding system used in Oregon is shown below. Properly used, this system will yield an accurate headcount of students enrolled during any given reporting period in any class, school, district or state, or in the nation.

Enrollment Codes

- Original entries:

E1-- a student who has not previously, during the current year, entered any school in the United States,

E2-- a student who has been enrolled during the current school year in a school in another state and who has not previously, during the current school year, been enrolled in any school in Oregon.

- Re-entries:

R1-- a student received from another room in the same school,

R2-- a student received from a public school in the same school district,

R3-- a student received from a public school in the state but outside the local school district,

R4-- a student re-entering after withdrawal or discharge,

R5-- a student received from a nonpublic school in the state,

R9-- a student received from a different grade level within the same district. (To be used only if a school adopts a year-round schedule in which tracks are scheduled to cross school years.)

- Withdrawals (or losses):

W1-- a student transferred to another room or classroom in the same building,

W2-- a student transferred to another public school in the same local district,

W3-- a student transferred to a nonpublic school in the same local district,

W4-- a student moved out of the local school district or state,

W5-- a student quitting school after passing compulsory attendance age,

W6-- a student issued work permits (leaving school to go to work),

W7-- a student graduated in mid-year,

W8-- a student withdrawn because of other reasons,

W9-- a student transferred to a different grade level within the same district. (To be used only if a school adopts a year-round schedule in which tracks are scheduled to cross school years.)

- Using the above code and the following formulas, enrollment at the various organizational levels can be determined.

Classroom level
Enrollment = E1 + E2 + R1 + R2 + R3 + R5

School level
Enrollment = E1 + E2 + R2 + R3 + R5

District level
Enrollment = E1 + E2 + R3 + R5

- Membership

Membership, as defined in Oregon, is the total number of students on the current roll of an organizational unit as of a given date. It is obtained by adding the total number of students present and the total number absent for an organizational unit, or by using the following formulas.

Classroom level
Membership = Es + Rs - Ws

School level
Membership = Es + Rs - Ws

District level
Membership = Es + Rs - Ws

- Average Daily Membership

For planning and financial purposes the student measure most used in Oregon is Average Daily Membership (ADM). ADM is the measure that indicates the average number of students in membership on any given day during the reporting period. ADM is computed in two ways: one method is used for full-time programs; the other for part-time programs.

- Full-time Programs

ADM for full-time programs is computed in four steps as follows:

1. A full-time equivalency (FTE) is determined for each student each quarter. Students who are scheduled to participate in more than one-half of the full-day program are given an FTE of 1.0. Those students who are scheduled to participate in one-half or less of the full-day program are given an FTE of .5. Kindergarten students are given an FTE of 1.0, regardless of the length of their program. The Department will adjust kindergarten students' FTE to reflect the permissible percentage as stated in statute. Students enrolled in dual-credit courses mutually agreed upon between a high school and community college shall be given an FTE based on the time spent in both programs. If the time spent in the combined programs is more than one-half of the full-day program, the student is given an FTE of 1.0. If the time spent is one-half or less, the student is given an FTE of .5. Work-study students may be given an FTE of 1.0 provided the work-study program is supervised by the district. If a student is released for work during school hours and the district assumes no responsibility for the time involved, that time may not be counted as participation in the full-day program for purposes of determining the student's FTE.

2. Total days membership is determined next for each student by adding the student's FTE times days present and the student's FTE times days absent. Each student is counted in membership as either present or absent from the day of enrollment to the day of withdrawal on those days that the instructional unit (school or program) is in session.

3. Total days membership of the instructional unit is then obtained by adding the total days membership of all of the students in the unit.

4. ADM is arrived at by dividing the total days membership of the instructional unit by the total number of days the instructional unit was in session. Only days, or portions thereof, on which the students are under the guidance and direction of teachers are to be counted as days in session.

- Part-time and Alternative Programs

ADM for part-time and alternative programs does not involve assigning each student an FTE. Instead, ADM is determined by the number of hours spent by students in the part-time program. The method used to compute the ADM depends on the type of part-time program as follows:

1. Students through age 20 years who are in schools under the provisions of ORS 336.125 and 336.135, and students who are not enrolled in a public school who receive instruction in a public school on a part-time basis have their ADM computed by multiplying the total hours of instruction given all students during the reporting period by .167 and dividing the product by either 55 for the December 31 quarterly report or by 175 for the June 30 annual report.

2. Students who receive home instruction provided by certificated district staff have an ADM computed by dividing the total number of hours of home instruction given (not to exceed five hours per week for a single student) by either 55 for the December 31 quarterly report or by 175 for the June 30 annual report.

3. Students attending private alternative programs under provisions of ORS 339.250 have their ADM computed depending on the type of program offered. (Alternative programs operated by a school district or ESD may choose either the full-time programs or the part-time programs method of ADM reporting.)

   a. Large group means instruction provided to a class of six or more students. ADM will be computed by multiplying the total hours of instruction given all students during the reporting period by .167 and dividing the product by either 55 for the December 31 quarterly report or by 175 for the June 30 annual report.

   b. Small group means instruction provided to a class of 2-5 students. ADM will be computed by multiplying the total hours of instruction given all students during the reporting period by .333 and dividing the product by either 55 for the December 31 quarterly report or by 175 for the June 30 annual report.

   c. Tutorial means instruction provided to one student. ADM will be computed by dividing the total number of hours of tutorial instruction given by either 55 for the December 31 quarterly report or by 175 for the June 30 annual report.

   d. No more than five days membership may be claimed for any student enrolled in any combination of programs during a one-week period.

The ADM of districts offering both full and part-time programs and alternative programs is the sum of the ADMs for the programs.

For purposes of distributing the Basic School Support Fund and other selected state and county funds, the Department of Education computes the resident ADM of each district (ADMr). In addition, for statistical purposes the Department computes the ADM of attending students (ADMa).

- Average Daily Attendance

Although Oregon does not distribute funds based on average daily attendance (ADA), many states do. Since it is the one student measure computed by all states, it is the principal student measure reported to the federal government. It is used by the federal government for allocating a substantial amount of federal education dollars to the states.

ADA as a student measure indicates the average number of students present (in actual attendance) on any given day during the reporting period. The computation of ADA is very similar to that of ADM. The difference between ADA and ADM is that the ADA computation does not include the students' days absent.

ADA is obtained as follows:

1. An FTE is determined for each student in the same manner as when computing ADM.

2. Total days attendance for each student is figured by multiplying the student's FTE by the student's total days present.

3. Total days attendance of the instructional unit is then obtained by adding the total days attendance of all of the students in the unit.

4. ADA is arrived at by dividing the total days attendance of the instructional unit by the total number of days the instructional unit was in session. Only days on which the students are under the guidance and direction of teachers are to be counted as days in session.

STATE REPORTING

In order to insure proper student accounting at the state level, the Oregon Department of Education requires several reports to be filed by school districts on forms provided by the Department. Directions for completing the forms are included on the individual forms. If an error is found on a previous report, an amended copy should be filed.

- Student Personnel Accounting Report, Form 3200, is used to report enrollment, membership, number of days in session, attendance, and length of school year for all full-time programs. Separate reports must be filed for grades within a school having differing numbers of days in session. Reports are required to be filed within ten days of the close of each quarter and the full school year.

- Resident ADM in Part-time and Special Programs, Form 3201, is used to report the ADM of students in schools under ORS 336.125 and 336.135, students not enrolled in public schools who attend public school part time and students receiving home instruction. Reports are required to be filed within ten days of the close of the quarter ending December 31 and the year ending June 30.

- Basic School Support Fund Report of ADM in Alternative Programs for Students Attending Pursuant to ORS 339.250, Form 3201A, is used to report the ADM of students in private alternative programs. Alternative programs operated by a school district or ESD may also report ADM on this form. Reports are required to be filed within ten days of the close of the quarter ending December 31 and the year ending June 30.

- Basic School Support Fund Report of Non-Resident Students, Form 3202, is used to report the ADM of nonresident students for whom the resident district pays tuition, students attending an ESD-financed program, dependent children attending under provisions of ORS 339.165 through 339.185, and nonresident students for whom the resident district does not pay tuition. Reports are required to be filed within ten days of the close of the quarter ending December 31 and the year ending June 30.

- Basic School Support Fund Report of Community College Instruction, Form 3207, is used to report ADM of students who are simultaneously enrolled in dual-credit courses mutually agreed upon between a high school and community college. Reports are required within ten days of the close of the quarter ending December 31 and the year ending June 30.

- Estimate of Attendance of Non-Resident Dependent Students in Child-caring Facilities, Form 3190, and Final Report of Attendance of Non-Resident Dependent Students in Child-caring Facilities, Form 3193, are used to report the projected and actual total days attendance of dependent students from child-caring facilities licensed to serve five or more children. Form 3190 is required to be filed by January 31 and Form 3193 by July 15.

- Affidavit by Child-caring Agency for Non-Resident Dependent Children, Form 3191, and Affidavit by Child-caring Agency for Non-Resident Dependent Children, Form 3194, are used to report students who live or have lived in child-caring facilities licensed to provide care for five or more children. Form 3191 is required to be filed by January 31 and Form 3194 by July 15.

- Estimate of Student Membership of Special Educational Programs, Form 3196, and Final Report of Student Membership of Special Educational Programs, Form 3198, are used to report the total days of instruction and membership by county of residence for special educational programs. Form 3196 is required to be filed by February 1 and Form 3198 by July 15.

- District Report of Resident Enrollment by County Lines, Forms 3203 and 3205, are used to report the resident enrollment of students who are legal residents of the reporting district according to the county of legal residency of each student. Form 3203 is required to be filed for the quarter ending June 30 and is due July 15.

- Number of Students Completing High School, Form 3209, is used to report the number of diplomas and alternative documents issued, broken down by male/female. The report is due by June 30.

- Certification of Student Attendance Accounting Data, Form 3199, is used to satisfy certification requirements set forth in rule. A school district representative must certify that the school district has in place a system of controls allowing the representative to certify the accuracy of the student attendance data submitted.

- Report on Individual Early Leavers, Form 3204, is used to report students withdrawing from high school without enrolling in another full-time educational program. Reports are due to be filed by December 15 for students who fail to return from summer vacation, withdrew during the last 45 days of the previous school year, or withdraw before October 15. Reports are to be filed by June 15 for withdrawals from October 15 through 45 days prior to the end of the current school year.

APPENDIX

1. THE OREGON SCHOOL REGISTER INSTRUCTIONS

General Information

The Oregon School Register is designed to comply with Oregon statutes and administrative rules governing school attendance reporting. It is intended for use by elementary and secondary schools to assist in the completion of the Student Personnel Accounting Report (Form 3200). Each school is required to maintain student attendance and membership records in this register or in an alternate system which utilizes standard definitions and yields equivalent data.

During the first week of school it may be desirable to maintain a temporary record in order to provide for late entrants and preenrolled students who do not report. This information should be transferred to the school register at the beginning of the second week. Names of preenrolled students who do not actually enroll should not appear in the permanent register. *(The August 1988 instructions for the Individual Early Leaver Reports call for the withdrawal of preenrolled students after a ten-day absence. These instructions apply only to that form. DO NOT show these students in your register or count the ten days as membership days on Form 3200.)*

The school register is a permanent record and should be kept in ink. At the end of the school year, the completed register (or its equivalent if an alternative system is used) should be submitted to the district office for permanent retention.

Code and Key

In completing the register, the codes listed on pages 4–5 of this manual (and on sheet 4 of the register) are to be used.

For other entries, use the following key:

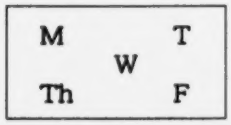
H	Legal school holiday. Record only those days that are paid legal holidays between opening day and closing day of school. (Examples--Thanksgiving, Memorial Day, Labor Day, New Year's Day.)
h	Local schools holiday. Those days when school is not in session for emergency or other reasons and the closure was approved by the local board.
I	Approved inservice day. (Examples--County or District Institute Days.)
V	Unpaid vacation day. (Examples---Spring vacation, Christmas vacation.)
X	Miscellaneous day other than inservice day on which the teacher is required to be present but the students are not in session. (Examples--teacher work days, teacher-parent conference days.)
O	A day in a school week, not included in a given report quarter.
1	Absent a.m.
–	Absent p.m.
+	Absent all day.
•	Tardy (late).

Instructions for Recording Student Data by Columns

Column 1	List alphabetically and by grade the last name of each student followed by the first name and middle name or initial (e.g., Smith, John A.). If more than one grade is recorded on a page, skip a few lines between grades. To facilitate completion of state attendance reports, nonresident students should be listed separately at the end of each grade.
Column 2	Record the grade placement at the time of enrollment for each student.
Columns 3 and 4	Indicate the sex of each student by a check mark in the appropriate column.
Columns 5, 6, and 7	Record the month, day, and year of each student's birth as follows: 4:27:80 (April 27, 1980).
Columns 8–12	Record the entry or reentry status for each student by checking the appropriate column.
Column 13	If a student withdraws at any time during the school year, put a check mark in this column. At the end of each quarter, summarize columns 8 through 13 in the appropriate spaces at the bottom of the page. The column totals for each quarter are cumulative and must correspond to the column totals of Section 1 of Form 3200.
Columns 14 and 15	For each nonresident student, indicate the home district number, county/ESD, and state.
Column 16	Indicate the status of all nonresident students using the appropriate code: NR1--students having tuition paid by parents or other individuals NR2--students having tuition paid by their resident district NR3--students having tuition paid from outside the state NR4--not classified above

The spaces between columns 16 and 17 are used for recording weekly attendance for each quarter. Starting with the last space in the quarter, enter the school week number of the last week in that quarter and its beginning date (as shown on the Oregon Department of Education School Calendar). See example on page 14. Number back to the week in which the quarter begins or, for the first quarter, when the school session begins. Spaces to the left of the first week should be blocked out. When the end of a quarter falls on any day except Friday, Saturday, or Sunday, the last week of that quarter and the first week of the next quarter will have the same week number. In such cases, those days in the week not included in the quarter should be marked with an "O" and should not be counted as days within the quarter.

Daily attendance data should be recorded as follows: entries for Monday should be made in the upper left corner of the block; for Tuesday, upper right corner; for Wednesday, the middle; for Thursday, lower left corner; and for Friday, lower right corner. (See example.)



When a student enrolls, enter an E or R with the appropriate code number in that portion of the weekly attendance block that reflects the date of entry. No entry is made to record days present. The enrollment code may be found under "Student Measures," page 4 of this manual; the key to other entries is on page 11. (See also Sample Register, page 14.)

When a student withdraws, place a "W" with the appropriate code number in that portion of the weekly attendance block that reflects the school day following the last day of attendance. With the exception of W9, the day marked "W" should not be counted as a membership day. For W9, the entry should be made on the last day of attendance and should be counted as a membership day.

Column 17

A full-time equivalency (FTE) for each student must be determined each quarter and entered in column 17. The FTE reflects the portion of the student's participation in the full-day program. Students scheduled to attend school for more than one-half of the full-day program are given an FTE of 1.0. Students scheduled to attend school for one-half or less of the full-day program are given an FTE of .5. (See "Average Daily Membership," page 5 of this manual, for further information.)

Columns 18–23

The total quarterly membership of each student should be summarized at the end of the quarter. Record membership of resident students in columns 18 through 20 and membership of nonresident students in columns 21 through 23. To determine days present (columns 18 and 21), count the number of days the student was present and multiply by the student's FTE. To determine days absent (columns 19 and 22), count the number of days the student was absent and multiply by the student's FTE. To determine days of membership (columns 20 and 23), add days present to days absent (column 18 plus column 19 = column 20, and column 21 plus column 22 = column 23). Record column totals at the bottom of the page.

Columns 24–29

At the end of each school year each student's membership record should be summarized by totaling the data for the four quarterly periods. Record column totals at the bottom of the page and check by adding the column totals of the four quarters.

Column 30

Indicate whether the student is promoted or retained at the end of the school year.

Sample School Register

Oregon School Register, 1980 - 1981 School Year PAGE 2

REGISTER SHEET NO 2

	FIRST REPORT QUARTER–JULY 1st TO SEPT. 30th									TOTAL QUARTERLY ATTENDANCE							
	SCHOOL WEEK NUMBER									RESIDENT			NON RESIDENT				
				10	11	12	13	14	FTE	P	A	M	P	A	M		
				9-1	9-8	9-15	9-22	9-29	17	18	19	20	21	22	23		
1				E1		+		0 0	1.0	20	2	22					
2				E1				0 0	.5	11	0	11					
3				E1		W3		0 0	1.0				13	0	13		
4							R2	0 0	.5	2.5	0	2.5					
5																	
6																	
										33.5	2	35.5	13	0	13		
										TOTALS							

Form 581-3252 (rev. 3/81)

School opened Monday, September 1; end of quarter Tuesday, September 30.

Student 1: Enrolled on first day of school, September 1. Absent two days, September 17 and 18. FTE = 1.0.

Student 2: Enrolled on first day of school, September 1. No absences. FTE = .5.

Student 3: Enrolled on first day of school, September 1. No absences. Withdrew September 18. Transferred to nonpublic school. FTE = 1.0. Nonresident student.

Student 4: Entered from another school in the district September 24. FTE = .5.

OREGON SCHOOL REGISTER

AND

RECORD BOOK

Prepared by the
Oregon Department of Education

School _____ District No. _____ County _____
(Name)

Address _____
(City or Town) (Street)

RECORD FOR THE SCHOOL YEAR 19 - 19

This register is the property of the school district. It becomes an important official record of the district and for this reason it should be kept neatly and accurately. Directions should be carefully followed and all information requested should be supplied.

Facts regarding the attendance of students at school are of basic importance in every state. In order that these facts may be properly and uniformly recorded and may be comparable, the Oregon Department of Education, in cooperation with educational authorities in other states and with the United States Department of Education, has developed this Register of Attendance.

This register is provided by the state in order that the facts regarding attendance may be uniformly recorded by identical procedures. The instructions are intended to be complete and self-explanatory. Please study them carefully and if any point is not clear do not hesitate to consult your principal, superintendent, or the Oregon Department of Education.

Accurate reports based on a properly kept register are of the greatest importance. They constitute the foundation for an understanding of the needs of the schools and the basis for financial support.

Form 581-3252 (8/84)

PAGE

Oregon School Register, 19 - 19 School Year

REGISTER SHEET NO. 1

DATA CONCERNING STUDENTS

	STUDENT'S NAME	GRADE	SEX		DATE OF BIRTH			E. R. W. STATUS						IF NON-RESIDENT GIVE SCHOOL DISTRICT, COUNTY, STATE			
			F	M	MONTH	DAY	YEAR	E1	E2	R3	R5	R1 R2 R4	ALL W	DIST. NO	COUNTY STATE		CODE
		2	3	4	5	6	7	8	9	10	11	12	13	14	15		16
1																	
2																	
3																	
4																	
5																	
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25																	

						FIRST QTR. TOTALS
						SECOND QTR. TOTALS
						THIRD QTR. TOTALS
				23		FOURTH QTR. TOTALS

Oregon School Register, 19 - 19 School Year PAGE

REGISTER SHEET NO. 2

	FIRST REPORT QUARTER–JULY 1st TO SEPT 30th										TOTAL QUARTERLY ATTENDANCE						
	SCHOOL WEEK NUMBER											RESIDENT			NON RESIDENT		
											FTE	P	A	M	P	A	M
											17	18	19	20	21	22	23
1																	
2																	
3																	
4																	
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TOTALS

Form 581-3252 (8/84)

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REGISTER SHEET NO. 2

Oregon School Register, 19 - 19 School Year

SECOND REPORT QUARTER–OCTOBER 1st TO DECEMBER 31st														
SCHOOL WEEK NUMBER														
														1
														2
														3
														4
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														22
														23
														24
														25

FTE		TOTAL QUARTERLY ATTENDANCE					
		RESIDENT			NON RESIDENT		
		P	A	M	P	A	M
17		18	19	20	21	22	23
	1						
	2						
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DIVISION OF WEEKLY ATTENDANCE SQUARE

H legal school holiday
h local school holiday
(h) ~~approved day closed because of emergency conditions~~
I approved inservice day
V unpaid vacation day
X miscellaneous day
0 a day in a school week, not included in a given report quarter
/ absent a.m.
absent p.m.
\+ absent all day
o tardy (late)

PAGE
REGISTER SHEET NO. 3

Oregon School Register, 19 - 19 School Year

THIRD REPORT QUARTER JANUARY 1st TO MARCH 31st														
SCHOOL WEEK NUMBER														
														1
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														23
														24
														25

Oregon School Register, 19 - 19 School Year

PAGE

REGISTER SHEET NO. 4

FTE		TOTAL QUARTERLY ATTENDANCE					
		RESIDENT			NON RESIDENT		
		P	A	M	P	A	M
17		18	19	20	21	22	23
	1						
	2						
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ENROLLMENT ENTRIES

- **E1** ORIGINAL ENTRY–NOT PREVIOUSLY ENROLLED DURING CURRENT SCHOOL YEAR IN U.S.
- **E2** ORIGINAL ENTRY–PREVIOUSLY ENROLLED DURING CURRENT SCHOOL YEAR IN STATE OTHER THAN OREGON.
- **E** (TOTAL) ADD E1 AND E2.
- **R1** RECEIVED FROM ANOTHER ROOM, SAME SCHOOL.
- **R2** RECEIVED FROM ANOTHER PUBLIC SCHOOL, SAME DISTRICT.
- **R3** RECEIVED FROM PUBLIC SCHOOL IN STATE BUT OUTSIDE LOCAL DISTRICT.
- **R4** RE-ENTERING AFTER WITHDRAWAL OR DISCHARGE.
- **R5** RECEIVED FROM NON-PUBLIC SCHOOL IN STATE.
- **R9** RECEIVED FROM DIFFERENT GRADE, SAME DISTRICT.
- **R** (TOTAL) ADD R1 THROUGH R9.
- **W1** TRANSFERRED TO ANOTHER CLASSROOM, SAME BUILDING.
- **W2** TRANSFERRED TO ANOTHER PUBLIC SCHOOL, SAME DISTRICT.
- **W3** TRANSFERRED TO NON-PUBLIC SCHOOL, SAME DISTRICT.
- **W4** MOVED OUT OF LOCAL DISTRICT OR STATE.
- **W5** QUIT SCHOOL. BEYOND COMPULSORY SCHOOL AGE.
- **W6** ISSUED WORK PERMIT.
- **W7** GRADUATED.
- **W8** WITHDRAWN. OTHER REASONS.
- **W9** TRANSFERRED DIFFERENT GRADE, SAME DISTRICT.
- **W** (TOTAL) ADD W1 THROUGH W9.

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REGISTER SHEET NO. 4

Oregon School Register, 19 - 19 School Year

FOURTH REPORT QUARTER APRIL 1st TO JUNE 30th														
SCHOOL WEEK NUMBER														
														1
														2
														3
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Oregon School Register, 19 - 19 School Year

PAGE

REGISTER SHEET NO. 5

FTE		TOTAL QUARTERLY ATTENDANCE					
		RESIDENT			NON RESIDENT		
		P	A	M	P	A	M
17		18	19	20	21	22	23
	1						
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	TOTAL ANNUAL ATTENDANCE						PROMOTED OR RETAINED
	RESIDENT			NON-RESIDENT			
	P	A	M	P	A	M	
	24	25	26	27	28	29	30
1							
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Oregon School Register, 19 - 19 School Year

REGISTER SHEET NO. 5A

DATA CONCERNING STUDENTS

	STUDENT'S NAME	GRADE	SEX		DATE OF BIRTH			E. R. W. STATUS						IF NON RESIDENT GIVE SCHOOL DISTRICT, COUNTY, STATE		
			F	M	MONTH	DAY	YEAR	E1	E2	R3	R5	R1 R2 R4	ALL W	DIST. NO.	COUNTY STATE	CODE
		2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
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															THIRD QTR. TOTALS	
															FOURTH QTR. TOTALS	

2. OREGON ADMINISTRATIVE RULES

The following pages contain Oregon Administrative Rules relating to student enrollment and attendance. Several of these have been amended since publication of our 1983 manual. Please note all changes.

WE PARTICULARLY CALL YOUR ATTENTION TO THE FOLLOWING CHANGES:

1. Beginning with the 1985-86 school year, each district must have in operation a student attendance accounting system which includes formal written procedures for recording, checking the accuracy of, and reporting enrollment, membership, and attendance data.

   Control of this system must be sufficient to enable each district's chief administrator or designated representative to certify the accuracy of data reported to the state. (See Form 3199.)

   The system should also provide for the retention of supporting documentation with approving signatures and written procedures describing the district's system of control for accuracy.

   These requirements were established at the request of the Secretary of State's Audit Division. Also at their request, the Department will initiate a program to test selected districts' compliance with the OARs relating to student attendance reporting. Such reviews will include analyses of reporting systems and controls. The results of these reviews will dictate the extent to which future reviews should be performed or if the reviews should be included in all school district financial audits.

2. Beginning in 1988-89, reporting requirements for private alternative programs have changed. See OAR 581-23-006(6) and Form 581-3201A for instructions and details.

3. Section 8 of OAR 581-23-006 sets new requirements relating to the reporting of students identified as dropouts commencing with the 1988-89 school year.

Student Accounting Records and State Reporting

581-23-006 (1) The following definitions and abbreviations apply to this rule:

(a) "ADA" means average daily attendance;

(b) "ADM" means average daily membership;

(c) "Day in session" means a scheduled day of instruction during which students are under the guidance and direction of teachers;

(d) "Department" means the Oregon Department of Education;

(e) "Full school day" means the length of time a school or program is normally in session during the day, as determined by the local school board under provisions of ORS 332.075(2) and OAR 581-22-502;

(f) "FTE" means full-time equivalency;

(g) "Instruction" for purposes of reimbursement of alternative programs means accountable activities as defined in OAR 581-23-008;

(h) "Instructional unit" means a school or other organizational arrangement which provides instruction of a given type or types;

(i) "Large group" means instruction provided by an alternative program approved by a school district to a class of six or more students.

(j) "Regular school program" means that which is offered to comply with the standards adopted by the State Board of Education and compulsory school attendance law. This does not include summer school, adult education, or nonhandicapped prekindergarten programs;

(k) "Roll" means the list of students who have enrolled in the district during the current school year;

(l) "Small group" means instruction provided by an alternative program approved by the school district to a class of two to five students;

(m) "Superintendent" means the State Superintendent of Public Instruction; and

(n) "Tutorial" means instruction provided by an alternative program approved by a school district to one student.

(2) Instructions pertaining to the maintenance of student accounting records and state reporting shall be published by the Department.

(3) Each school district and ESD shall:

(a) Permanently maintain accounting records of student enrollment, attendance, membership, resident/nonresident status, and such other student information as may be required, for each student enrolled in regular school programs operating during the regular school year. Such records shall utilize uniform definitions of each student measure as stated in this rule;

(b) Designate the residency for school purposes, subject to the provisions of ORS 332.595, 339.135 and 339.165, of each student enrolled in the district;

(c) Have in operation an attendance accounting system which is adequately controlled and enables the district's chief administrator to certify in writing the accuracy of reported data;

(d) Report enrollment, attendance, membership, and such other information as the Superintendent may require, within 10 days of the end of each reporting period on forms provided by the Department. Reporting periods shall end September 30, December 31, March 31, and June 30; and

(e) Utilize the following enrollment codes for recording entry, re-entry, and withdrawal of students during the regular school year.

(A) Original entries:

(i) E1 — any student who has not previously, during the current year, entered any school in the United States.

(ii) E2 — any student who has been enrolled during the current school year in a school in another state and who has not previously, during the current school year, been enrolled in any school in Oregon.

(B) Re-entries:

(i) R1 — students received from another room in the same school.

(ii) R2 — students received from a public school in the same school district.

(iii) R3 — students received from a public school in the state but outside the local school district.

(iv) R4 — students re-entering after withdrawal or discharge.

(v) R5 — students received from a nonpublic school in the state.

(C) Withdrawals (or losses):

(i) W1 — students transferred to another room or classroom in the same building.

(ii) W2 — students transferred to another public school in the same local district.

(iii) W3 — students transferred to a nonpublic school in the same local district.

(iv) W4 — students moved out of the local school district or state.

(v) W5 — students quitting school after passing compulsory attendance age.

(vi) W6 — students issued work permits.

(vii) W7 — students graduated.

(viii) W8 — students withdrawn because of other reasons.

(ix) W — the total of W1 through W8.

(D) If a school district adopts a year-round schedule incorporating a track system in which one or more tracks are scheduled to cross school years (July 1 through June 30) the enrollment code shall be expanded to include:

(i) R9 — students received from a different grade level within the same district,

(ii) W9 — students transferred to a different grade level within the same district.

The use of the R9 and W9 codes shall be limited to those students who change grades within a track during the school year. A W9 entry shall be counted as a day of membership.

(4) Students shall be entered and withdrawn from the district roll as follows:

(a) A student shall be entered on the district roll utilizing the appropriate E or R code on the first day of the student's actual attendance. A student participating in the program of more than one instructional unit shall be entered on the roll of that instructional unit in which 50 percent or more of the student's time is scheduled and the student shall not be entered on the roll of other instructional units;

(b) A student whose withdrawal status is known or can be determined within ten days shall be marked as a withdrawal on the school day following the last day of actual attendance. If a student's withdrawal status cannot be determined, the student may be carried as absent for a maximum of ten consecutive school days and shall be withdrawn on the eleventh consecutive school day.

(5) Membership and attendance accounting in instructional units scheduled to operate a full school day shall be recorded as follows:

(a) A full-time equivalency (FTE) for each student enrolled shall be determined each quarter. Students participating in more than one-half of the full-day program shall be given an FTE of 1.0. Students participating in one-half or less of the full-day program shall be given an FTE of .5. The FTE computation of students participating in community college programs under paragraph (B) of this subsection shall include time spent in the community college program:

(A) Kindergarten students shall be assigned an FTE of 1.0. The Department shall adjust the total days membership of kindergarten students reflecting the permissible percentage as stated in statute;

(B) Students enrolled in dual-credit courses mutually agreed upon between a local school district and a community college and for whom the community college claims reimbursement from the Community College Operating Fund shall be accounted for as follows:

(i) Each local district enrolling such students shall report to the Department the number of instructional hours received by those students for whom community college reimbursement will be claimed. The report shall be prepared by the local district and verified by the community college prior to submission to the Department. Each report shall yield subtotals for resident and nonresident students by district.

(ii) Two reports shall be required each year: The first covering the quarter ending December 31 and the second covering the year ending June 30.

(iii) The Department shall convert to ADM the community college instructional hours reported for each reporting period by multiplying the total hours of instruction by .167 and dividing the product by 55 for the December 31 quarterly report and by 175 for the June 30 annual report.

(iv) The ADM computed in subparagraph (iii) above shall be deducted by the Department from the ADM of the district.

(C) Students participating in district supervised work-study programs may be credited as 1.0 FTE. If a student is released for work during school hours and the district assumes no supervisory responsibility for the time involved, that time shall not be counted as participation in the full-day program when determining the student's FTE.

(b) Membership of each student for the quarter shall be computed as follows: student FTE times days present plus student FTE times days absent equals total days membership of the student. Each student shall be counted in membership as either present or absent from the date of enrollment to the date of withdrawal on those days when the instructional unit is in session. The day upon which a student is marked as a W (except W9) shall not be counted as a day of membership:

(c) Total days membership of the instructional unit shall be the total of days membership of all students enrolled in the instructional unit as computed in subsection (b) of this section. The computation of total days membership of the instructional unit shall yield subtotals indicating grade placement and resident/nonresident status of student membership;

(d) The Department shall compute the ADM and ADA of resident students, nonresident students, and attending students for each instructional unit reporting and derive totals of such data for each local school district in the state, subject to the following procedures:

(A) ADM is the total days membership of an instructional unit during a specific reporting period divided by the number of days the instructional unit was in session during that reporting period. The ADM of groups of instructional units having varying lengths of terms shall be the sum of the ADMs obtained for the individual instructional units. If a district school board adopts a class schedule that operates throughout the year under the provisions of ORS 336.012 for all or any instructional units in the district, the computation shall be made so that the resulting ADM will not be higher or lower than if the local board had not adopted such a schedule;

(B) ADA is the total days attendance of an instructional unit during a specific reporting period divided by the number of days the instructional unit was in session during that reporting period. The ADA of groups of instructional units having varying lengths of terms shall be the sum of the ADAs obtained for the individual instructional units. If a district school board adopts a class schedule that operates throughout the year under the provisions of ORS 336.012 for all or any instructional units in the district, the computation shall be made so that the resulting ADA will not be higher or lower than if the local board had not adopted such a schedule.

(6) Students enrolled in programs operating less than the full school day or alternative education programs under ORS 339.253 shall be accounted for as follows:

(a) The ADM of students enrolled in the following part-time programs shall be computed as stated in subsections (b), (c), and (d) of this section:

(A) Students through age 20 in schools under provisions of ORS 336.125, 336.135, and 339.253;

(B) Students enrolled in nonpublic schools who receive instruction in a public school on a part-time basis;

(C) Students receiving either home instruction provided by certificated district staff or tutorial instruction provided under ORS 339.253;

(D) Kindergarten students receiving instruction from their parents, if the program offered is authorized by the local district board, meets the standards of the State Board of Education, is financed by local district funds, and provides the parent with instruction from appropriately certificated personnel, or from teacher aides working under the supervision of such certificated personnel.

(b) The ADM of students enrolled in large group instruction under paragraphs (a)(A) and (B) of this section shall be computed by multiplying total hours of instruction given all students during the reporting period by .167 and dividing the product by 55 for the December 31 quarterly report and by 175 for the June 30 annual report;

(c) The ADM of students enrolled in small group instruction under (a)(A) of this section shall be computed by multiplying the total hours of instruction by .333 and dividing the product by 55 for the December 31 quarterly report and by 175 for the June 30 annual report.

(d) The ADM of students enrolled under paragraph (a)(C) of this section shall be computed by dividing total number of hours of alternative education or home instruction given (not to exceed 5 hours per week for a single student) by 55 for the December 31 quarterly report and by 175 for the June 30 annual report;

(e) The ADM of students enrolled under paragraph (a)(D) of this section shall be computed by dividing the total hours of instruction given parents by district personnel by 55 for the December 31 quarterly report and by 175 for the June 30 annual report. The Department shall adjust the hours of instruction given reflecting the permissible percentage for kindergarten students as stated in statute;

(f) The computation of ADM for each less than full-time program listed shall yield subtotals for resident and nonresident students;

(g) The ADM of students enrolled in less than full-time programs shall be reported to the Department for the quarter ending December 31 and for the year ending June 30.

(h) No more than five day's membership may be claimed for any student enrolled in any combination of programs during a one-week period.

(7) Membership for nonresident students:

(a) For purposes of computing the resident average daily membership under ORS 327.006(2), 327.420, and 328.015, the Department shall credit to the resident district the ADM of the following students who are attending a school or program which is not operated by the student's resident district:

(A) Handicapped students enrolled in programs under ORS 430.760 to 430.820, ORS 343.035 to 343.295 (exclusive of those covered by 343.236 and 343.261) or ORS 343.353 to 343.363;

(B) Dependent students covered under provisions of ORS 339.165 to 339.185; and

(C) Students for whom the resident district pays tuition, inclusive of tuition payments to private schools as authorized by statute.

(b) School districts, ESDs, and private schools operating programs for students covered under subsection (a) of this section, exclusive of programs covered by ORS 343.353 to 343.363, shall report on forms provided by the Department, nonresident membership for the school year ending June 30 and the quarter ending December 31, to the resident districts for verification and subsequent submission to the Department.

(8) School districts shall report to the Oregon Department of Education students who are identified as dropouts.

(a) For the purposes of this rule, dropouts are defined as elementary and secondary school students who, for any reason other than death, withdraw from membership without receiving a high school diploma or an alternative award. Students are not counted as dropouts when a request for transfer of records is received by the reporting district from another school district in or outside of the state within 45 days.

(b) A student is not a dropout when he/she has been made exempt under ORS 339.030(1), 339.030(3), 339.030(5), 339.030(6), 339.030(7), 339.030(8), and the district meets one or more of the conditions under OAR 581-23-006(8)(c).

(c) A student is not a dropout if the district:

(A) Maintains enrollment of the student, collects basic school support, and provides funding for the student's education program outside of the district; or

(B) Issues a diploma or alternative award upon completion of an alternative program.

(d) Districts will report information twice yearly on each dropout using a form supplied by the Oregon Department of Education:

(A) On December 15, districts will report students who did not return after summer vacation or dropped out during the first quarter of the school year.

(B) On June 15, districts will report students who dropped out from the end of the first quarter of the school year through the end of the school year.

If the district has filed a dropout report and the student reenters, an amended report on the appropriate form shall be filed with the Oregon Department of Education at the next reporting date.

(e) This rule will be effective beginning July 1, 1988.

(9) The Superintendent shall prescribe the applicable student accounting procedures for any programs or specific situations not covered by the provisions of this rule.

Stat. Auth.: ORS Ch. 326 & 327
Hist.: 1EB 1-1981, f. 2-5-81, ef. 7-1-81; 1EB 14-1985, f. 7-3-85, ef. 7-5-85; 1EB 28-1986, f. & ef. 7-18-86; EB 33-1987, f. & ef. 12-11-87; further amended 9-15-88

Resident Enrollment and Resident Average Daily Membership by County Lines

581-23-018 To provide a basis for budgeting purposes and for final distribution of the Common School Fund and the County School Fund to the school districts, the following procedure shall be followed:

(1) Each school district with territory lying in more than one county (joint districts) shall report to the Oregon Department of Education the resident enrollment by county lines as of December 31 and June 30 of each year. Resident enrollment is defined as the sum of E1 + E2 +R3 + R5 (as defined in OAR 581-23-006) for pupils who are legal residents of the school district, regardless of where they may attend school. Such reports shall be due within 15 days after the close of the respective quarters.

(2) The Department of Education will then prorate by county the resident average daily membership (ADM – as defined in ORS 327.006) of the joint districts in the same proportion as the district's resident enrollment is prorated between counties.

(3) By March 15 the Department of Education will certify to each Education Service District (ESD) or county school district the December 31 report of resident ADM by county lines. These data are to be used for purposes of budgeting each district's share of estimated receipts from the Common School Fund and the County School Fund.

(4) By November 1, the Department of Education will certify to each ESD or county school district the June 30 report of resident ADM by county lines. These data are to be used for purposes of final distribution to the districts of the Common School Fund and the County School Fund.

Stat. Auth.: ORS Ch. 326 & 327
Hist.: 1EB 234, f. & ef. 6-18-76; 1EB 12-1981, f. 5-22-81, ef. 7-1-81

School Census

581-23-019 (1) By January 1 of each year, the Center for Population Research and Census certifies to the Oregon Department of Education and to the administrative office of each county an estimate of the population of each county between the ages of 4 and 20, as of October 25 of the previous year. This census is used as the basis for the apportionment of the distributable income account of the Common School Fund to the counties by the Division of State Lands, and also as the basis for determining the amount of the County School Fund mandated levy by the administrative office of each county.

(2) In order to satisfy statutory references to "school age children" or "school census", an estimated census for all common (unified and elementary) school districts shall be computed in the following manner:

(a) The Department of Education shall prorate the annual estimated school census of the state to each education service district or county school district in the same proportion as each education service district's or county school district's resident average daily membership (as defined in ORS 327.006) for the previous June 30 bears to the total resident average daily membership of the state. This census is certified by the Department of Education to each education service district or county school district by January 31 of each year.

(b) Each education service district or county district shall then prorate this school census to the common school districts within its jurisdiction according to the plan approved by the Superintendent of Public Instruction prior to January 1, 1973. Such distribution is to be reported by the education service district or county school district to the districts and the Department of Education by March 15 of each year. This district census is used only for satisfaction of the above mentioned statutory references, and is not used for the distribution of any funds.

Stat. Auth.: ORS Ch. 326 & 327
Hist.: 1EB 234, f. & ef. 6-18-76; 1EB 14-1985, f. 7-3-85, ef. 7-5-85

Admission and Tuition Payments of Dependent Children

581-23-021 A student placed by a public or private, licensed child-caring agency in a facility authorized to care for five or more such children is to be considered resident in the district in which the parents resided at the time the student became a ward. The child must be admitted to the schools of the district in which the child has been placed and the child's education must be supported by a tuition payment to the attending district from the resident district. The tuition payment is due immediately upon receipt of billing and is computed by the Department of Education by multiplying the total days attendance of the individual child in the attending district times the quotient of statewide average current expenditure per resident average daily membership divided by the number of days taught in the attending district:

(1) The Children's Services Division will notify the Department of Education of the existence and creation of facilities for dependent children which are authorized to provide care for five or more children.

(2) The attending district shall submit such reports as may be required by the Department of Education giving information on all students attending school in the district as a result of placement in a child-caring facility. The information submitted shall include the name of the student, name and number of the resident district, the pupil's home address, and the total days attendance during the year or projected total days attendance for the March 1 estimate.

(3) The Estimate of Attendance Report shall be submitted to the Department at the end of January of the school year for which billing is being made. For purposes of preparing the March 1 estimate, the attending district shall estimate the annual total days attendance by adding to the actual days attendance to date a projected days attendance from February 1 through the close of the school year, for those dependent children still attending in the district's schools at the end of January. For those dependent children being reported who have left the child-caring facility before January 31 of the school year, the attending district shall report the actual days attendance on the Estimate of Attendance Report.

(4) The final Report of Attendance shall be submitted to the Department by July 15 following the school year. Actual total days attendance shall be reported on all children for whom the attending district is claiming tuition. The final Report of Attendance shall be submitted to the Department by July 15 following the school year for which billing is being made. Reports not received by July 15 cannot be used in the billing process.

(5) For purpose of the March 1 estimate, the child-caring facility shall submit to the Department, via the attending school district at the end of January, a Preliminary Certification Report showing the names of the students, name and number of the resident district, the pupil's home address, and the date on which the dependent child entered the facility and where applicable, the date on which the dependent child left the facility if the child terminated residence at the facility before January 30 of the school year being reported. The Preliminary Certification Report from the facility shall be submitted to the Department by the attending district along with its Estimate of Attendance Report. For purposes of preparing the March 1 estimate, a notarized affidavit shall not be required from the facility.

(6) Following the close of the school year, the child-caring facility shall submit to the Department, via the attending school district, a Report of Certification of Dependent Students, showing the names of the students, name and number of the resident district, home address, date entering the facility and the date on which the child left the facility. The Report of Certification shall be notarized.

(7) The Department shall prepare the March 1 estimate of tuition payments for dependent children and shall mail the computation forms to the resident school district. Following receipt of the Attendance Report and notarized Certification report from the child-caring facility on July 15 following the school year, the Department shall prepare and mail the final tuition billing forms to the resident school districts.

(8) The Department shall determine the amount of tuition due each attending district based upon the following formula: State Average Current Expenditure Per Resident Average Daily Membership; Divided by Days Taught in Attending School District; Multiplied by Total Days Attendance of Dependent Children.

(9) The Department shall submit a copy of the estimated and actual tuition computation form to each resident district.

(10) The resident school district shall remit payment directly to the attending district(s) upon receipt of the final billing.

(11) Where the resident district appeals its classification as "resident district" to the Department, the Department shall contact the Juvenile Department or Juvenile Court in the county in which the dependent child became a ward of the public agency and determine the parents' or legal guardian's residence at the time the child became a ward of the public agency. The address of the parents or guardian reported in the records of the County Juvenile Department or County Juvenile Court shall be used to determine the resident district for purposes of billing the tuition for dependent children. When a resident district is determined in this manner, the determination shall be final.

Stat. Auth.: ORS Ch. 339
Hist.: 1EB 186, f. 3-6-75, ef. 3-25-75; 1EB 233, f. 6-11-76, ef. 6-18-76; 1EB 17-1981, f. & ef. 12-23-81; 1EB 14-1985, f. 7-3-85, ef. 7-5-85

Billing County School Fund for Certain Educational Programs

581-23-026 (1) For purposes of this rule:

(a) "Special education programs" means those programs referred to in ORS 343.236 except for trainable mentally retarded, 343.261, 343.960 and 346.010.

(b) "County of residence" means the county in which the administrative office of the child's resident school district, as defined in ORS 343.283, is located.

(2) To provide a basis for billing a county school fund for the cost of educating students in one or more of such special education programs, the following procedure shall be used:

(a) Not later than January 31 of each year, the designated official for a school district, education service district, or state agency operating an educational program shall submit to the Oregon Department of Education, on a form provided by the Department, the following information regarding the program:

(A) The estimated number of days of instruction for the school year;

(B) Estimated number of students by county of residence; and

(C) Estimated total days membership by county, beginning with the first day of instruction for the student;

(b) The Department of Education shall compute an estimated cost, on the basis of the information provided, and before March 1 of each year shall notify the county executive officer (as defined in ORS 328.001 - 328.045) of the estimated billing for students residing in that county and attending one or more of the special education programs. In accordance with ORS 328.035, the executive officer shall consider the estimate as an obligation to be met from the county school fund for the following fiscal year, and in meeting that obligation shall prepare an estimate of receipts of each school district for budget purposes;

(c) Not later than July 15 of each year, the designated official for a school district, education service district, or state agency operating an educational program shall submit to the Department of Education, on a form provided by the Department, a final report of:

(A) The total days of instruction during the school year;

(B) The name of each student;

(C) County of residence and home address of the parents at the time residency was established;

(D) Whether the student spent one-half day or less in the program;

(E) Total days membership, beginning with the first day of instruction for each student; and

(F) An indication of which children are to be excluded by virtue of inclusion in the billing provided in ORS 343.363.

(d) Not later than August 15 of each year, the Department of Education shall submit the actual billing to the executive officer for the cost of educating students residing in that county and attending one or more of the special education programs, said amount payable from the county school fund to the State Superintendent of Public Instruction prior to December 15 of the same year.

(3) The provisions of this administrative rule shall become effective beginning with the actual billing issued during the 1986-87 school year, based upon 1985-86 student participation.

Stat. Auth.: ORS Ch. 343

Hist.: 1EB 14-1981, f. & ef. 9-23-81; 1EB 14-1985, f. 7-3-85, ef. 7-5-85; 1EB 6-1986, f. & ef. 2-24-86

BASIC SCHOOL SUPPORT FUND

327.005 [Repealed by 1957 c.612 §1 (327.006 enacted in lieu of 327.005)]

327.006 Definitions for ORS 327.006 to 327.133. As used in ORS 327.006 to 327.053, 327.059, 327.063 and 327.072 to 327.133:

(1) "Aggregate days membership" means the sum of days present and absent, according to the rules of the State Board of Education, of all resident pupils when school is actually in session during a certain period. The aggregate days membership of kindergarten pupils shall be calculated on the basis of a half-day program.

(2) "Average daily membership" means the aggregate days membership of a school during a certain period divided by the number of days the school was actually in session during the same period. However, if a district school board adopts a class schedule that operates throughout the year for all or any schools in the district, average daily membership shall be computed by the Department of Education so that the resulting average daily membership will not be higher or lower than if the board had not adopted such schedule.

(3) "Capital outlay" means any expenditure by a school district for materials of any sort, except replacements, which increase the value of the school plant or equipment.

(4) "Debt service" means any payment made by a school district as a result of the issuance of bonds or negotiable interest-bearing warrants authorized by the electors of the district.

(5) "Kindergarten" means a kindergarten program that conforms to the standards and rules adopted by the State Board of Education.

(6) "Net operating expenditures" means the sum of expenditures of a school district in kindergarten through grade 12 for administration, instruction, attendance and health services, operation of plant, maintenance of plant, fixed charges and tuition for resident students attending in another district, as determined in accordance with the rules of the State Board of Education, but net operating expenditures does not include transportation, food service, student body activities, community services, capital outlay, debt service or expenses incurred for nonresident students.

(7) "Resident pupil" means any pupil whose legal school residence is within the boundaries of a school district reporting the pupil, if the district is legally responsible for the education of the pupil, except that "resident pupil" does not include a pupil who pays tuition or for whom the parent pays tuition or for whom the district does not pay tuition.

(8) "Standard school" means a school meeting the standards set by the rules of the State Board of Education.

(9) "Assessed value" means the assessed value of the property within the district, as shown upon the assessment roll as of January 1 of the calendar year in which the last preceding fiscal year of the school district commenced for which a value has been certified pursuant to ORS 311.105. However, where schools for all 12 grades are not operated or provided for by the same district, eight and one-third percent of the assessed value shall be attributed to a district for each grade. [1957 c.612 §2 (enacted in lieu of 327.005); 1957 c.708 §4; 1959 c.388 §1; 1963 c.142 §1; 1965 c.100 §14; 1971 c.395 §2; 1973 c.750 §16; 1973 c.827 §26; 1977 c.840 §1; 1979 c.259 §1; 1981 c.804 §95]

CENSUS

332.575 Determination of school census by state and county offices. (1) The Superintendent of Public Instruction shall prorate the annual estimate of census as provided in ORS 327.410 and 327.420 in proportion as the resident average daily membership of each education service district or county school district bears to the total resident average daily membership of the state and certify such to the administrative officer of each education service district or county office.

(2) Subject to guidelines approved by the Superintendent of Public Instruction, the administrative officer of each education service district or county school officer shall apportion the census so certified to those common school districts reporting to the education service district or county school office. The estimated district census determined by this manner shall be deemed applicable to all statutory references to the term "census" or "school age child" in Oregon Revised Statutes. [1971 c.294 §9]

332.580 [Repealed by 1953 c.234 §2]

332.585 Determination of school census by school districts. The district school board may conduct a student census to determine the number of pupils between the ages of 4 and 20 resident therein. [1971 c.294 §8]

332.590 [Amended by 1957 c.198 §3; 1963 c.570 §1c; renumbered 332.725]

332.595 Determination of residency for school purposes. (1) Except as provided in subsection (3) or (4) of this section, children between the ages of 4 and 18 shall be considered resident for school purposes in the school district in which their parents, guardians or persons in parental relationship to them reside.

(2) Nonemancipated individuals between the ages of 4 and 18 living outside the geographic area of the school district for such reasons as attending college, military service, hospital confinement or employment away from home shall be considered resident in the district in which their parents, guardians or persons in parental relationship to them reside.

(3) Those individuals considered legally emancipated from their parents shall be considered resident in the district in which they actually reside, irrespective of the residence of their parents, guardians or persons in parental relationship.

(4) Children placed by public or private agencies who are living in substitute care programs licensed, certified or approved for a maximum of four children, shall be considered resident in the school district in which they reside by placement of the public or private agency.

(5) Persons living temporarily in a school district for the primary purpose of attending a district school shall not be considered legally resident of the district in which they are living temporarily, but shall be considered resident in the district in which they, their parents, guardians or persons in parental relationship to them maintain residency.

(6) For the purposes of subsection (4) of this section, "substitute care program" means family foster care, family group home care, parole foster care, family shelter care, adolescent shelter care and professional group care. [1971 c.294 §10; 1973 c.827 §28; 1979 c.836 §4; 1981 c.404 §2; 1987 c.533 §3]

ADDITIONAL PROGRAMS

336.090 [Repealed by 1965 c.100 §456]

336.092 Definitions for ORS 336.092 and 336.095; admission of underage child.

As used in ORS 336.092 and 336.095, unless the context requires otherwise:

(1) "Kindergarten child" means a child five years of age or whose fifth birthday occurs on or before September 1. However, nothing in this section prevents a district school board from admitting a child who is determined to be academically, socially and physically ready to enter kindergarten, as defined by policies of the district school board, to enter kindergarten even though the child has not attained the fifth birthday but is a resident of the district.

(2) "Kindergarten facilities" includes physical facilities, supplies, equipment and personnel suitable for the education and training of kindergarten children.

(3) "Physical facilities" includes but is not limited to public school buildings, rented buildings which meet health and safety standards or homes used in school district sponsored programs. [1973 c.707 §2; 1987 c.283 §1]

336.095 Establishment, funding and status of kindergartens. (1) By July 1, 1989, the district school board of every common school district shall provide and before that date any district may provide kindergarten facilities free of charge for the kindergarten children residing in the district by operating such facilities either singly or jointly with other districts or by contracting with public or private providers that conform to standards adopted by rule by the State Board of Education. Pursuant to criteria specified in rules of the state board, the state board may authorize extensions beyond July 1, 1989, for complying with the requirement of this subsection in cases of financial hardship.

(2) Kindergartens established under subsection (1) of this section shall be funded in the same manner as other schools of the district are funded.

(3) Kindergartens are an integral part of the public school system of this state. [1973 c.707 §3; 1981 c.543 §1]

336.125 Continuation evening schools. A district school board may:

(1) Operate continuation evening schools, fix the hours during which schools shall be in session and fix the length of term for schools.

(2) Employ teachers and otherwise provide for the instruction of pupils in all branches taught in the day sessions if there seems sufficient demand in the evening school.

(3) Fix a course of study for graduation from the evening high school.

(4) Admit any person not receiving instruction in the day session for the public schools without restriction as to age. [Formerly 336.285]

336.130 [Repealed by 1965 c.100 §456]

336.135 Classes for employed minors. (1) The district school board of any school district in which reside or are employed, or both, at least 15 employed children between the ages of 14 and 18 years shall, and any district school board may, provide classes for such employed children.

(2) The State Board of Education shall adopt rules governing the organization and administration of classes and shall expend from the funds available for the promotion of vocational education such sums of money as are necessary for the classes. [1965 c.100 §232]

DEFINITION

339.005 Definitionfor ORS 339.040 and 339.125. As used in ORS 339.040 and 339.125, unless the context requires otherwise, "administrative office for the county" means the administrative office of the education service district, of the county school district or of the administrative school district which includes an entire county. [1965 c.100 §273; 1973 c.728 §3; 1987 c.158 §56]

COMPULSORY SCHOOL ATTENDANCE

339.010 School attendance required; age limits. Except as provided in ORS 339.030, all children between the ages of 7 and 18 years who have not completed the 12th grade are required to attend regularly a public full-time school of the school district in which the child resides. [Amended by 1965 c.100 §274]

339.020 Duty to send children to school. Except as provided in ORS 339.030, every person having control of any child between the ages of 7 and 18 years who has not completed the 12th grade is required to send such child to and maintain such child in regular attendance at a public full-time school during the entire school term. [Amended by 1965 c.100 §275; 1969 c.160 §1]

339.030 Exemptions from compulsory school attendance. In the following cases, children shall not be required to attend public full-time schools:

(1) Children between the ages of 16 and 18 years who are lawfully employed full time, who are lawfully employed part time and in school part time, who are attending a community college, or are engaged in activities equivalent to the preceding.

(2) Children being taught in a private or parochial school in the courses of study usually taught in grades 1 through 12 in the public schools and in attendance for a period equivalent to that required of children attending public schools.

(3) Children proving to the satisfaction of the district school board that they have acquired equivalent knowledge to that acquired in the courses of study taught in grades 1 through 12 in the public schools.

(4) Upon determination pursuant to criteria of the State Board of Education that a child is suffering from physical or mental illness or disease of such severity as to make the presence of the child in a school facility or travel to and from such facility impossible or dangerous to the health of the child or the health of others, the public schools shall provide the child either home, hospital, institutional or other regularly scheduled and suitable instruction meeting standards of the State Board of Education unless such child is receiving suitable instruction in a state or regional facility or institution.

(5) Children being taught for a period equivalent to that required of children attending public schools by a parent or private teacher the courses of study usually taught in grades 1 through 12 in the public school.

(6) Children excused by the district school board of the district in which the children reside. The district school board has authority to excuse a child from compulsory attendance if the child has completed the first eight grades.

(7) Children excluded from attendance as provided by law.

(8) Children between the ages of 16 and 18 years who have the mutual consent of the school administration and the parent or other individual having custody or legal guardianship over a child. [Amended by 1965 c.100 §276; 1967 c.67 §8; 1971 c.494 §1; 1973 c.728 §1; 1985 c.579 §1]

339.035 Teaching by private teacher or parent; notice; examination; effect of failure; appeal. (1) As used in this section, unless the context requires otherwise, "superintendent" means the executive officer of the education service district or the county school district serving the school district of which the child is a resident.

(2) Before a child is taught by a parent or private teacher, as provided in ORS 339.030 (5), the parent or private teacher must notify the superintendent in writing. The superintendent shall acknowledge receipt of the notification in writing and inform the superintendent of the school district of the child's residence. The notifi-

cation must be received and acknowledged before a child is withdrawn from school and thereafter before the start of each school year.

(3) Children being taught as provided in subsection (2) of this section shall be examined annually in the work covered in accordance with the following procedures:

(a) The State Board of Education shall adopt by rule a list of approved comprehensive examinations which are readily available.

(b) The parent shall select an examination from the approved list and arrange to have the examination administered to the child by a qualified neutral person, as defined by rule by the State Board of Education.

339.040 Attendance supervisors; appointment; compensation. (1) The executive officer of the administrative office for the county shall appoint one person to act as the attendance supervisor for school districts having a school census of less than 1,000 children in the county. The attendance supervisor shall perform duties under the direction of the administrative office for the county. The attendance supervisor shall receive as compensation for services a sum fixed by the governing body of the county and allowed and paid in the same manner as the salaries of county officers are paid.

(2) District school boards of districts having a school census of 1,000 or more children, according to the latest school census, shall appoint attendance supervisors and fix and pay their compensation.

(3) The administrative office for the county, upon written application from the district school board in any school district having a school census of more than 200 and less than 1,000 children, according to the latest school census, shall grant such district permission to appoint attendance supervisors and fix their compensation and pay.

(4) For purposes of the appointment and duties of attendance supervisors, the territory in a joint school district shall be considered part of the county in which the administrative office of the joint district is located. [Amended by 1965 c.100 §277]

339.050 [Amended by 1965 c.100 §278; repealed by 1965 c.136 §1]

339.055 Duties of attendance supervisors. The attendance supervisor when notified of a truancy or unexcused absence shall investigate the truancy or nonattendance at school. If the child is not exempt from compulsory school attendance, the attendance supervisor shall proceed as provided in ORS 339.080 and 339.090. [Formerly 339.100]

339.065 Estimates of attendance; irregular attendance; excused absences. (1) In estimating regular attendance for purposes of the compulsory attendance provisions of ORS 339.005 to 339.030 and 339.040 to 339.145, 339.420 and 339.990, the principal or teacher shall consider all unexcused absences. Eight unexcused one-half day absences in any four-week period during which the school is in session shall be considered irregular attendance.

(2) An absence may be excused by a principal or teacher if the absence is caused by the pupil's sickness, by the sickness of some member of the pupil's family or by an emergency. A principal or teacher may also excuse absences for other reasons where satisfactory arrangements are made in advance of the absence.

(3) Any pupil may be excused from attendance by the district school board for a period not to exceed five days in a term of three months or not to exceed 10 days in any term of at least six months. Any such excuse shall be in writing directed to the principal of the school which the pupil attends. [1965 c.100 §281; 1973 c.728 §4; 1987 c.158 §57]

339.080 Nonattendance notice to parents and school officials. (1) Except as provided in ORS 339.030, in case any parent or other person in parental relation fails to send any child under the control of the parent or other person to the public school, the attendance supervisor, within 24 hours after notification from the proper authority of the failure, shall give formal written notice in person or by registered or certified mail to the parent or other person. The notice shall state that the child must appear at the public school on the next school day following the receipt of the notice. The notice shall inform the parent or other person that regular attendance at school must be maintained during the remainder of the school year.

(2) At the same time notice is given to the parent or other person, the attendance supervisor shall notify the city superintendent or principal, as suitable, of the fact of the notice. The superintendent or principal shall notify the attendance supervisor of any failure on the part of the parent or other person to comply with the notice. [Amended by 1965 c.100 §282]

339.090 Determination of compliance with notice. The attendance supervisor shall determine whether the parent or other person given written notice of attendance requirements has complied with the notice. If the attendance supervisor determines that the parent or other person has failed to comply, the attendance supervisor, within three days after having knowledge of such failure or after being notified thereof, shall make a complaint alleging the parent or other person's refusal or neglect to send the child to school. The complaint shall be made before a court having jurisdiction over misdemeanors committed within the county in which the parent or other person resides. The judge shall issue a warrant upon the complaint and shall proceed to hear and determine the matters alleged in the complaint in the same manner the judge hears and determines other cases under the jurisdiction of the judge. [Amended by 1965 c.100 §283]

339.100 [Amended by 1963 c.544 §47; 1965 c.100 §279; renumbered 339.055]

339.110 [Repealed by 1965 c.100 §456]

ADMISSION OF PUPILS; TUITION AND FEES

339.115 Admission of pupils; waiver. (1) Except as provided in ORS 336.165 authorizing tuition for courses not part of the regular school program, the district school board shall admit free of charge to the schools of the district all persons between the ages of 6 and 21 residing therein or all persons between the ages of 5 and 21 residing therein if the district operates a kindergarten program. However, a district school board may admit other nonresident persons, determine who is not a resident of the district and may fix rates of tuition for nonresidents.

(2) A child entering the first grade during the fall term shall be considered to be six years of age if the sixth birthday of the child occurs on or before September 1. A child entering kindergarten during the fall term shall be considered to be five years of age if the fifth birthday of the child occurs on or before September 1. However, nothing in this section prevents a district school board from admitting free of charge a child who is determined to be academically, socially and physically ready to enter school, as defined by policies of the district school board, to enter school even though the child has not attained the minimum age requirement but is a resident of the district.

(3) District school boards may provide, by rule, that a resident child eligible to enter kindergarten or first grade at the opening of the fall term, but who does not enter within the first four weeks of such term shall be ineligible to enter school for the remainder of the school year or until another beginning kindergarten or first grade class is organized during that school year. A district school board may waive the requirements of this subsection for disadvantaged children as defined by ORS 343.650. [1965 c.100 §285; 1971 c.410 §1; 1977 c.463 §1; 1983 c.193 §1; 1987 c.283 §2]

339.120 [Amended by 1957 c.198 §5; repealed by 1965 c.100 §456]

339.125 Admission of nonresident pupils; costs. (1) The district school board may contract with the district school board of any other district for the admission of pupils in schools of the other district. The contract shall be in writing upon forms furnished by the Department of Education. Expense incurred shall be paid out of the school funds of the district sending such pupils. If the district sending the pupils fails to pay the expense so incurred according to the terms of the contract, the administrative office for the county containing such school district, after satisfactory proof of such failure, shall deduct the amount of the unpaid expense from the amount due the school district at the next regular apportionment. The treasurer shall pay the amount of the reduced apportionment out of the county school fund.

(2) In case the school district sending the pupils is a joint district, jurisdiction shall be exercised by the administrative office for the county in which the most populous part of such district is situated, according to the latest school census. The office's action in the matter is final. [1965 c.100 §286]

339.130 [Amended by 1957 c.198 §6; repealed by 1965 c.100 §456]

339.135 Admission of children living in area under exclusive jurisdiction of Federal Government; effect on distribution of funds; reimbursement. (1) As used in this section, "exclusive jurisdiction" means exclusive legislative jurisdiction as described in Article I, section 8 of the Constitution of the United States.

(2) Children of school age who are living in any area within which the United States Government has exclusive jurisdiction shall be admitted free of charge at adjacent public schools. They may be placed on the school census of the school district in which they attend school. Credit for days' attendance of such children shall accrue to the school attended for the purpose of distributing state school funds.

(3) No more than the difference between the actual per pupil cost of tuition and reasonable

costs of transportation per pupil where transportation is furnished by the school district, and the average receipts of the school district per pupil from county, state and federal sources other than the local district tax shall be paid by the state from funds specifically appropriated for the program under this section.

(4) If the amount appropriated for a fiscal year for the program under this section is insufficient to provide full apportionments as provided in subsection (3) of this section, the amount available shall be distributed on a pro rata basis to the claiming districts. [1965 c.100 §287; 1967 c.507 §6]

339.140 [Repealed by 1965 c.100 §456]

ADMISSION OF DEPENDENT CHILDREN

339.165 Definitions for ORS 339.165 to 339.195. As used in ORS 339.165 to 339.195, unless the context requires otherwise:

(1) "Attending district" means the school district in which the dependent child attends school.

(2) "Dependent child" means a child who is in any facility which is authorized to provide care for five or more children through placement by a public agency or by a private, licensed child-caring agency.

(3) "Resident district" means the school district in which the parents or legal guardian, if any, of the dependent child resided at the time the child was placed by the agency. If the dependent child has no parents or legal guardian, or none can be located, the child shall be considered to be resident of the district in which the child resided at the time the child became a dependent child. [1971 c.402 §1; 1973 c.327 §1; 1981 c.404 §1; 1987 c.533 §1]

339.170 [Repealed by 1965 c.100 §456]

339.175 Notice and consultation before establishing, expanding or changing group care facility. (1) Prior to establishing or expanding a group care facility for dependent children or changing the type of educational services provided or the category of dependent children being served by the facility in any school district, the authorities of the public or private agency creating or altering such a facility shall notify in writing and confer with the superintendent or the district school board of any substantially affected district to determine the impact of the additional children and services upon the facilities and program of the district.

(2) The notification required by subsection (1) of this section must occur at least three months prior to the establishment or expansion of the group care facility or prior to the time when the type of educational services or category of children changes. The three-month period, or any part of it, may be waived by agreement of the group care facility and the affected school district.

(3) This section does not apply to temporary changes in, or expansion of, facilities of less than 30 days' duration that result from meeting emergency needs of children. [1971 c.402 §2; 1979 c.836 §7; 1985 c.264 §1]

339.180 [Repealed by 1965 c.100 §456]

339.185 Admission of dependent children to school or other program where placed; tuition due from resident district; computation of tuition. (1) A dependent child, as defined in ORS 339.165, must be admitted to the public schools of the district in which the child has been placed by the public or private, licensed child-caring agency.

(2) Except as provided in ORS 343.961 to 343.980, the school district shall provide or cause to be provided appropriate education to dependent children, including the identification and evaluation of such children for purposes of determining their eligibility as handicapped children to receive special education services enumerated in ORS 343.035 (4) and 343.650 (2). The education may be provided by the school district or by contract with an adjacent school district, an education service district, a private education agency, a community college, higher education programs or, if the program meets the criteria established under ORS 343.045, any other appropriate program. The instruction may be given in the facilities of such districts or in facilities provided by the education agency or the child-caring agency in which the child resides. Suspension or expulsion of a dependent child from a regular school program does not relieve the school district of the obligation to provide instruction in the child-caring agency in which the child resides or in another appropriate facility.

(3) The attending district shall notify the Department of Education as to the number of days of attendance by each child of a resident district by July 15 following the school year. The notification shall be accompanied by a signed affidavit from the agency placing the child or children, stating the period of time the child has lived in the district providing the educational service.

(4) The department shall compute the costs and shall submit a bill for net tuition payment to the resident district. The resident district shall remit payment directly to the attending district upon receipt of the tuition billing.

(5) The attending district shall supply the names of dependent children to the department by March 1 of the year for which billing is to be made. The department shall supply the names of the dependent children to the superintendent of the resident district which is billed for tuition for the dependent children. To maintain confidentiality of the records, the department shall supply the names of the dependent children separate from the billing therefor.

(6) The resident district may appeal its classification as "resident district" to the Superintendent of Public Instruction. The superintendent shall determine the residency of the dependent children in question and the decision is final and not subject to appeal.

(7) The Superintendent of Public Instruction shall determine the amount of tuition based upon the average current expenditure per resident average daily membership state wide. For handicapped students determined eligible for special education under State Board of Education rules, the superintendent shall add to the tuition payment one additional tuition payment for such students receiving special education in a special class placement 60 percent of the school day or more. The figure so determined shall be divided by the number of days taught in the attending district submitting the tuition notification. This figure multiplied by the total days' attendance of the individual child in the attending district shall represent the tuition charge to the resident district. The department shall adjust the amounts due each district so as to cause districts to remit only the net amounts due as between districts. [1971 c.402 §3; 1973 c.327 §2; 1979 c.836 §1; 1983 c.731 §8; 1985 c.523 §1; 1987 c.318 §1; 1987 c.533 §2]

339.190 [Repealed by 1965 c.100 §456]

339.195 Responsibility for education of children at youth care centers; funding; enforcement. (1) Every child at a youth care center, as defined in ORS 420.855, which is operated by a private agency, is entitled to receive appropriate education suited to the needs of the child in the least restrictive environment in which the child can function until the child is no longer of compulsory school age or receives a high school diploma or an equivalent. The child is a dependent child within the meaning of ORS 339.165.

(2) The attending district shall provide the education in the manner described in ORS 339.185 (2) and shall develop an educational plan for the children in the youth care center in consultation with the director of the center. The plan shall be submitted to the Department of Education annually. In the second and subsequent years, the attending district also shall report on the operation of the previous year's plan in such detail as the State Board of Education shall specify by rule.

(3) If the child described in subsection (1) of this section is at a youth care center located in the school district of which the child is a resident, the school district is responsible for the education of the child.

(4) Payments from the Department of Education from funds appropriated specifically for this section shall be distributed on a per capita basis according to the number of children for whom the Children's Services Division contracts for care and rehabilitation under ORS 420.855 to 420.885 but shall exclude those for whom a handicapped billing is made under ORS 339.185.

(5) In order to be eligible for any funds under subsection (4) of this section, an attending district must provide education leading to a diploma or equivalent.

(6) The Superintendent of Public Instruction shall have the authority to enforce the provisions of ORS 339.165 to 339.195. If an attending district fails to comply, the superintendent shall find the district deficient and shall apply the penalty provided in ORS 327.103.

(7) By January 1, 1988, the State Board of Education shall adopt rules to implement this section.

(8) Nothing in this section limits or otherwise applies to educational rights of children in youth care centers operated by public agencies. [1987 c.817 §2]

339.200 [Repealed by 1965 c.100 §456]

PUPIL CONDUCT AND DISCIPLINE

339.240 Rules of pupil conduct and discipline; duties of state board and district school boards. (1) The State Board of Education in accordance with ORS 183.310 to 183.550 shall prepare and promulgate to all school districts minimum standards for pupil conduct and discipline and for rights and procedures pertaining thereto that are consistent with orderly operation of the educational processes and with fair hearing requirements.

(2) Every district school board shall adopt and attempt to give the widest possible distribution of copies of reasonable written rules regarding pupil conduct, discipline and rights and procedures pertaining thereto. Such rules must comply with minimum standards promulgated by the State Board of Education under subsection (1) of this section. [1971 c.561 §§2, 3]

339.250 Duty of pupil to comply with rules; discipline; alternate programs. (1) Public school pupils shall comply with rules for the government of such schools, pursue the prescribed course of study, use the prescribed textbooks and submit to the teachers' authority.

(2) Unless otherwise specified by a district school board, a teacher may use reasonable physical force upon a student when and to the extent the teacher reasonably believes it necessary to maintain order in the school or classroom or at a school activity or event, whether or not it is held on school property.

(3) The district school board may authorize the discipline, suspension or expulsion of any refractory pupil.

(4) Wilful disobedience, open defiance of a teacher's authority or the use of profane or obscene language is sufficient cause for discipline, suspension or expulsion from school.

(5) Expulsion of a pupil shall not extend beyond the current term or semester unless the semester ends within such a short period of time that the expulsion would be too short to be effective. However, the expulsion shall not extend beyond the second term or semester.

(6) When a pupil is expelled pursuant to subsection (3) of this section, or following a second or subsequent occurrence within any three-year period of a severe disciplinary problem with a pupil, or when it has been determined that a student's attendance pattern is so erratic that the student is not benefiting from the educational program, a district school board shall consider and propose to the pupil prior to expulsion and document to the parent, legal guardian or person in parental relationship alternative programs of instruction or instruction combined with counseling for the pupil.

(7) Upon receipt of written notice of intent to withdraw from the regular school program by a pupil 16 years of age or over for reasons other than enrolling in another educational program, a district school board shall propose to the pupil and document to the parent, legal guardian or person in parental relationship alternative programs of instruction and counseling or regular program instruction combined with counseling for the pupil. [1965 c.100 §289; 1971 c.561 §1; 1975 c.665 §1; 1979 c.739 §1a; 1979 c.836 §2; 1981 c.246 §2]

339.253 Enrollment in alternate program of instruction; costs. (1) Pursuant to the proposal required in ORS 339.250 (6), the parent or guardian with the approval of the attending district may enroll the pupil in one of the proposed public alternative programs or the private alternative programs of instruction or instruction combined with counseling registered with the Department of Education. If the child is determined to be eligible for special education under ORS 343.221 to 343.236 and 343.261 to 343.293, the program must be approved by the Department of Education prior to the placement of the pupil in the program. The pupil enrolled pursuant to this subsection shall be considered enrolled in the schools of the district for purposes of the distribution of the Basic School Support Fund.

(2) The alternate program in which the pupil enrolls shall notify the school district in which the pupil or the pupil's parents or legal guardian, if any, resided at the time the pupil enrolled of the child's enrollment and may bill the school district for tuition. The billing may be made annually or at the end of each term or semester of the alternate program. For each full-time equivalent pupil enrolled in the alternative education program, as defined in ORS 339.605, the school district shall pay the actual cost of the program or an amount at least equivalent to 80 percent of the district's estimated current year's average per pupil net operating expenditure, whichever is lesser, in accordance with rules adopted by the State Board of Education. The alternate program will be accountable for the expenditures of all basic school and other local school support funds, providing the school district with an annual statement of such expenditures. [1979 c.739 §2; 1981 c.246 §3; 1987 c.675 §3]

339.255 Effect of failure to propose alternative programs. (1) The Superintendent of Public Instruction shall find a school district to be deficient within the meaning of ORS 327.103 if the district fails to cause the proposal of alternative programs to be made under ORS 339.250 (6) or (7).

(2) The failure to cause the proposal of alternative programs shall not be grounds for a civil action against the school district. [1979 c.836 §3; 1981 c.246 §4]

339.260 Injury to school property by pupil; withholding records until damage paid; waiver; rules; inspection. (1) No pupil shall wilfully damage or injure any school property or threaten or wilfully injure any fellow pupil or faculty member.

(2) A pupil who violates subsection (1) of this section may be disciplined, suspended or expelled.

(3) Any school district which is owed a fee or the property of which has been lost or wilfully damaged or injured may withhold the grade reports, diploma or records of the pupil who owes the fee or is responsible for the loss or damage until the pupil or the parent or guardian of the pupil has paid the amount owed.

(4) When the pupil or the parent or guardian of the pupil is unable to pay the amount owed under subsection (3) of this section, the school district may waive the amount owed.

(5) The parent or guardian of such pupil shall be liable for damages as otherwise provided by law.

(6) Notwithstanding subsections (3) and (4) of this section, a school district shall not withhold the records of a pupil in the circumstances described in ORS 336.195 (3) or when such records are requested by another school district for use in the appropriate placement of the pupil.

(7) Before any grade reports, diplomas or records are withheld under subsections (3) or (4) of this section, a school district board of directors shall adopt rules of procedure which insure that the rights of the pupil to due process are protected.

(8) Nothing in subsection (3) of this section is intended to prevent inspection of student records by a parent or legal guardian pursuant to ORS 336.195 (2) or 343.173. [1965 c.100 §290; 1971 c.561 §4; 1985 c.514 §1]

341.495 Definition for ORS 341.495 to 341.525, 341.626 and 341.635. For the purposes of ORS 341.495 to 341.525, 341.626 and 341.635, unless the context requires otherwise, "operating district" means a district which operates a community college. [1965 c.262 §2]

341.505 Admission of resident students. (1) An operating district shall admit high school graduates who are residents of Oregon and other residents who, in the judgment of the administration of the operating district, are capable of profiting from the instruction offered. Operating districts may also admit persons who are not residents of the district or of the state, including persons who are not citizens of the United States, if such admission is considered suitable.

(2) Upon application of a qualified high school student residing in this state and upon agreement between the operating district and the school district in which the student resides, the student may be admitted to the community college.

(3) Any school district which does not operate a community college may contract with an operating district to admit students from the nonoperating district.

(4) Any operating district may contract with another operating district to admit students of either college to the college of the other. [1965 c.262 §3]

341.510 [1959 c.641 §1; 1961 c.602 §1; 1963 c.483 §9; 1965 c.100 §301; renumbered 341.005]

341.515 [1965 c.262 §§4, 9; repealed by 1971 c.513 §100]

341.520 [1959 c.641 §2; 1961 c.602 §2; 1965 c.100 §328; renumbered 341.405]

341.525 Contracts for reimbursement between districts; effect on Basic School Support Fund. (1) If the student seeking admission to the community college resides within the operating district, no additional reimbursement shall be required from any school district. However, if the student does not reside within the operating district, a contract of reimbursement may be entered into between the operating district and any other district, including another operating district. The contract shall provide for reimbursement to the operating district for each student in an amount not to exceed the difference between the per student operating expense of the operating district and the amounts obtained from the student for tuition and fees and obtained from state and federal aid. If only a part of a school district is included in the operating district, that part of the district which is not included is considered a nonoperating district for purposes of this section.

(2) By agreement of the contracting districts, the contracts for reimbursement referred to in subsection (1) of this section may provide that payments to the operating district be based on expenses of the operating district other than operating expenses. Such payments shall be in addition to the reimbursable amounts referred to in subsection (1) of this section.

(3) When attendance of a high school student is involved, the school district in which the high school student resides shall make the proper adjustment in its Basic School Support Fund reports under ORS 327.133 to show the high school student's attendance in the operating district. [1965 c.262 §§5, 6]

343.363 Payment of program costs; transportation costs. (1) Money for the early intervention programs shall be credited annually from the Basic School Support Fund and shall be placed in the fund described in ORS 343.247 (1)(b). The amount to be credited annually shall be one-half the state-wide average net operating expenditures per child in resident average daily membership, as defined in ORS 327.006, times the number of children enrolled in early intervention programs during March immediately prior to the beginning of the fiscal year. The average expenditures per child shall be determined annually by the Superintendent of Public Instruction based upon the previous school year.

(2) The Department of Education shall transfer the amount due based on the number of children being served in Mental Health Division early intervention programs to the Mental Health Division on July 1. The department shall retain the remainder of the funds to pay for those early intervention programs for which the department contracts. School districts are not eligible to receive moneys from the Basic School Support Fund for children in the early intervention programs.

(3) The Department of Education shall not bill a resident school district for a child receiving services under this section even if the child is served by a county or regional program otherwise subject to ORS 343.243.

(4) School districts shall provide transportation services to handicapped preschool children attending programs under ORS 343.353 and may include those costs in their claims for transportation costs reimbursement under ORS 327.035. No state agency is required to pay transportation other than the claims on the Basic School Support Fund. [1983 c.731 §6; 1987 c.238 §1]

OREGON DEPARTMENT OF EDUCATION
700 Pringle Parkway SE
Salem, OR 97310-0290

Office of School District Services
School Finance & Data Information Services

CERTIFICATION OF STUDENT ATTENDANCE ACCOUNTING DATA
1987-88

This form is used to satisfy the certification requirement set forth in OAR 581-23-006. It must be signed by the chief administrator, or representative, as designated in the district's written system of controls. Each district must have in operation a student attendance accounting system which includes formal written procedures for recording, checking the accuracy of, and reporting enrollment, membership and attendance data.

Due Date: July 10, 1988.

CERTIFICATION

This is to certify that this school district has in operation a student attendance accounting system which is adequately controlled, enabling the district's chief administrator, or designee, to certify the accuracy of student attendance accounting reports submitted to the Oregon Department of Education for the 1987-88 school year.

School District_____ _____
Name & Number County

Certification by school district official_____
Signature

_____
Date

Form 581-3199 (5/88)
111/FIN

STUDENT PERSONNEL ACCOUNTING REPORT

OREGON DEPARTMENT OF EDUCATION, SALEM, OREGON 97310-0290

DISTRICT 1)	DIST. NO.	SCHOOL	GRADES 2) COVERED	YEAR 3)	NAME OF PERSON REPORTING 4)	REPORTING PERIOD 5)
						☐ 1st QTR. ☐ 3rd QTR. ☐ ANNUAL ☐ 2nd QTR. ☐ 4th QTR.

I. ENROLLMENT — REGULAR SESSION

GRADE	SUMMARY OF ENROLLMENT (CUMULATIVE)						STUDENTS* REMAINING	TOTAL DAYS MEMBERSHIP FOR REPORTING PERIOD
	E_1	E_2	R_3	R_5	$R_1R_2R_4$	W		
KG	6)	22)	38)	54)	70)	86)	102)	118)
1	7)	23)	39)	55)	71)	87)	103)	119)
2	8)	24)	40)	56)	72)	88)	104)	120)
3	9)	25)	41)	57)	73)	89)	105)	121)
4	10)	26)	42)	58)	74)	90)	106)	122)
5	11)	27)	43)	59)	75)	91)	107)	123)
6	12)	28)	44)	60)	76)	92)	108)	124)
7	13)	29)	45)	61)	77)	93)	109)	125)
8	14)	30)	46)	62)	78)	94)	110)	126)
UNCL (1-8)	15)	31)	47)	63)	79)	95)	111)	127)
9	16)	32)	48)	64)	80)	96)	112)	128)
10	17)	33)	49)	65)	81)	97)	113)	129)
11	18)	34)	50)	66)	82)	98)	114)	130)
12	19)	35)	51)	67)	83)	99)	115)	131)
UNCL (9-12)	20)	36)	52)	68)	84)	100)	116)	132)
TOTAL	21)	37)	53)	69)	85)	101)	117)	133)

*"STUDENTS REMAINING" IS NOT TO BE USED AS BEGINNING ENROLLMENT FOR THE NEXT QUARTER.

THIS SUMMARY SHEET SHOULD BE PREPARED IN QUADRUPLICATE BY EACH BUILDING PRINCIPAL AT THE END OF EACH QUARTER. IF THE REGISTER IS NOT CENTRALLY KEPT IN THE BUILDING, THEN EACH TEACHER KEEPING A REGISTER SHOULD COMPLETE SECTIONS I AND III OF THE SUMMARY SHEET AND FORWARD A COPY TO THE BUILDING PRINCIPAL FOR COMPILATION. ONE COPY SHOULD BE RETAINED IN THE REGISTER AND THE REMAINING THREE SENT TO THE DISTRICT OFFICE. THE DISTRICT OFFICE WILL FORWARD TWO TO THE ESD SUPERINTENDENT, WHO WILL FORWARD ONE TO THE OREGON DEPARTMENT OF EDUCATION.

Form 581-3200 (8/85)

43

49

II. DAYS IN SESSION (SEE INSTRUCTIONS ON REVERSE)

ITEM	DAYS
NO. OF DAYS IN SESSION	134)

IV. LENGTH OF SCHOOL YEAR (1st QUARTER ONLY)

ITEM	DAYS
1. NO. OF DAYS TO BE TAUGHT DURING YEAR	142)
2. OPENING DAY OF SCHOOL	143)
3. SCHEDULED CLOSING DAY OF SCHOOL	144)

V. HIGH SCHOOL GRADUATES

(ANNUALLY — ACTUAL)	
1. MALES	145)
2. FEMALES	146)

III. SUMMARY OF ATTENDANCE IN REGULAR SESSION

	ITEM	RESIDENT STUDENTS	NON RESIDENT STUDENTS	ATTENDING STUDENTS
1. KINDERGARTEN	TOTAL DAYS PRESENT	147)	156)	165)
	TOTAL DAYS ABSENT	148)	157)	166)
	TOTAL DAYS MEMBERSHIP	149)	158)	167)
2. GRADES 1-8	TOTAL DAYS PRESENT	150)	159)	168)
	TOTAL DAYS ABSENT	151)	160)	169)
	TOTAL DAYS MEMBERSHIP	152)	161)	170)
3. GRADES 9-12	TOTAL DAYS PRESENT	153)	162)	171)
	TOTAL DAYS ABSENT	154)	163)	172)
	TOTAL DAYS MEMBERSHIP	155)	164)	173)

50

INSTRUCTIONS:

This report is due in the Oregon Department of Education 10 days after the end of each quarter and the end of the school year.

Before completing this report, please refer to the *Oregon Student Accounting Manual*, dated July 1985.

SECTION I. Enrollment is to be cumulative. For example, the 2nd quarter report should include the enrollment data for the 1st and 2nd quarters.

Students Remaining must not be used as beginning enrollment on the succeeding report period.

A student is present or absent (is counted in membership) from the day of enrollment to the day of withdrawal. A student whose withdrawal status is known or can be determined within ten days shall be marked as a withdrawal on the school day following the last day of actual attendance. If a student's withdrawal status cannot be determined, the student may be carried as absent for a maximum of ten consecutive days and shall be withdrawn on the eleventh consecutive school day.

Total Days Membership for the reporting period (Section I, Item 133) must equal the grand total days membership for attending students in Section III. Total days membership is *not* cumulative on the quarterly reports. It should be reported only for the period concerned.

SECTION II. A day in session means a scheduled day of instruction during which students are under the guidance and direction of teachers. These are the only days on which membership can be counted.

SECTION III. In this section, the total days present, total days absent, and total days membership by level (Kg., 1-8, and 9-12) must be reported for resident students, nonresident students, and attending students. Attending Students is the total of resident and nonresident students.

SECTION IV. This item is to be completed at the end of the 1st quarter only. The total days your school is scheduled to be in session should be reported in item 1. The date on which your school opened should be entered in item 2, and the scheduled closing date for the year should be entered in item 3.

The Opening Day of School is the first day of the school year on which the teacher and students are in a teaching-learning situation.

SECTION V. This item *must* be completed on the annual report by each high school with a 12th grade. The number of high school graduates, divided between male and female, should reflect the total number of actual graduates during the year.

OREGON DEPARTMENT OF EDUCATION
700 Pringle Parkway SE
Salem, Oregon 97310

Office of School District Services
School Finance & Data Information Services

RESIDENT ADM IN PART-TIME AND SPECIAL PROGRAMS

☐ For Quarter Ending December 31, 19___

☐ For Year Ending June 30, 19___

County_____ Attending Dist. Name & No._____

Resident Dist. Name & No._____
(if different from above)

SECTION I.

Type of Program	Hours of Instruction Gr. 1-8	Hours of Instruction Gr. 9-12	Membership Gr. 1-8	Membership Gr. 9-12	Equivalent ADM Gr. 1-8	Equivalent ADM Gr. 9-12	Equivalent ADM Total
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
Schools Under ORS 336.125 & 336.135							
Shared Time							

Col. 2 & 3: Enter the total hours of instruction received by all students.
Col. 4 & 5: Multiply instructional hours by .167.
Col. 6 & 7: Divide membership (columns 4 & 5) by 55 for the quarter ending December 31 and by 175 for the year ending June 30.

SECTION II.

Type of Program	Hours of Instruction K	Hours of Instruction Gr. 1-8	Hours of Instruction Gr. 9-12	Equivalent ADM K	Equivalent ADM Gr. 1-8	Equivalent ADM Gr. 9-12	ADM Total
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
Home Instruction							

Col. 2, 3,& 4: Enter the total hours of instruction received by all students. However, not more than five hours per week may be counted for any student.
Col. 5, 6,& 7: Divide hours of instruction by 55 for the quarter ending December 31 and by 175 for the year ending June 30.

NAMES OF NONRESIDENT STUDENTS RECEIVING HOME INSTRUCTION
(show address if attending as Dependents from Child-Caring Facility)

_____
_____
_____
_____
_____
_____

I HEREBY CERTIFY THAT THIS REPORT IS TRUE, CORRECT, AND COMPLETE TO THE BEST OF MY KNOWLEDGE.

_____ _____ _____
Signature Title Date

Form 581-3201 (11/88)
119FIN

This report is due in the Oregon Department of Education 10 days after the end of the second quarter and the end of the school year.

Complete 3 copies of this form. Please retain one copy, forward one to the ESD and one to the Department of Education.

DO NOT include this membership on form 581-3200, Student Personnel Accounting Report.

The report for the quarter ending December 31, should include the hours of instruction for the October 1 through December 31 period only. DO NOT include the first quarter. For the year end report include data for all four quarters.

TYPE OF PROGRAM DEFINITIONS:

Schools operating under ORS 336.125 and 336.135	Students through the age of 20 in schools under provisions of ORS 336.125 and 336.135.
Shared Time:	Students enrolled in nonpublic schools and home taught children who received instruction in a public school on a part-time basis.
Home Instruction:	Students receiving home instruction provided by certificated district staff. If showing home instruction for kindergarten students check one:

☐ Special Education Program

☐ Regular Program

NON-RESIDENT STUDENTS:

Report non-resident students on a separate form for each resident district and show the name and number of the resident district. Please send a copy to the resident district.

If you have questions regarding the completion of this form, please call 378-3631.

OREGON DEPARTMENT OF EDUCATION
700 Pringle Parkway SE
Salem, OR 97310

Office of School District Services
School Finance & Data Information Services

Basic School Support Fund Report of ADM in Alternative Programs for Students Attending Pursuant to ORS 339.250

___ For Quarter Ending December 31, 19__
___ For Year Ending June 30, 19__

Name of Program _____ Resident School District _____

	Type of Program (1)	HOURS OF INSTRUCTION GR. 1-8 (2)	HOURS OF INSTRUCTION GR. 9-12 (3)	MEMBERSHIP DAYS GR. 1-8 (4)	MEMBERSHIP DAYS GR. 9-12 (5)	EQUIVALENT ADM GR. 1-8 (6)	EQUIVALENT ADM GR. 9-12 (7)	EQUIVALENT ADM TOTAL (6+7)
A.	Large Group Instr.							
B.	Small Group Instr.							
C.	Tutorial Instr.							

INSTRUCTIONS: (Additional instructions on back of form).

A. LARGE GROUP means instruction provided to a class of six or more students.
Col. 2 & 3: Enter the total hours of instruction received by students.
Col. 4 & 5: Multiply instructional hours by .167.
Col. 6 & 7: Divide Membership (Col. 4 & 5) by 55 for quarter ending Dec. 31 and by 175 for the year ending June 30.

B. SMALL GROUP means instruction provided to a class of 2-5 students.
Col. 2 & 3: Enter the total hours of instruction received by students.
Col. 4 & 5: Multiply instructional hours by .333.
Col. 6 & 7: Divide Membership (Col. 4 & 5) by 55 for quarter ending Dec. 31 and by 175 for the year ending June 30.

C. TUTORIAL means instruction provided to one student.
Col. 2 & 3: Enter the total hours of tutorial instruction received by students.
Col. 6 & 7: Divide hours of instruction (Col. 2 & 3) by 55 for the quarter ending Dec. 31 and by 175 for the year ending June 30.

No more than 5 days membership may be claimed for any student enrolled in any combination of programs during a one-week period. Each student has no more than 175 days Basic School Support Fund eligibility.

Data supporting this report must be retained for a two-year period for auditing purposes.

I hereby certify that this report is true, correct, and complete to the best of my knowledge.

Signature of Alternative School	Title	Date
Signature of Resident School District	Title	Date

Form 581-3201A (11/88)
20FIN

ADDITIONAL INSTRUCTIONS:

An alternative program not operated by a school district or ESD must report on Form 3201A. Alternative programs operated by school districts or ESDs may use either Form 3200, Student Personnel Accounting Report, or Form 3201A.

This report is due in the Oregon Department of Education 10 days after the end of the second quarter and the end of the school year.

The membership provided on this form must NOT be included on Form 581-3200.

Complete three copies of the form. Retain one copy. Forward two copies to the resident school district. The resident school district should verify the information provided and countersign the form, retain one copy for its file, and send the remaining copy to the Oregon Department of Education.

Please attach a list of students served.

The Department of Education's copy will be used to allocate ADM to the resident district for purposes of the Basic School Support Fund, the County School Fund, and the Common School Fund.

If you have any questions regarding the completion of this form, please call 378-3631.

OREGON DEPARTMENT OF EDUCATION
700 Pringle Parkway SE
Salem, OR 97310

Office of School District Services
School Finance & Data Information Services

BASIC SCHOOL SUPPORT FUND REPORT OF NON-RESIDENT STUDENTS
___ For Quarter Ending December 31, 19__
___ For Year Ending June 30, 19__

Attending in
District Name & No. _____ County

Resident in
District Name & No. _____ County

Section I. Students for whom the resident district pays tuition or who attend ESD-financed programs

Name of School attended 1)	Days in session 2)	Total Days Membership Kg 3)	1-8 4)	9-12 5)	Average Daily Membership Kg 6) 3÷2	1-8 7) 4÷2	9-12 8) 5÷2	Total 9) 6+7+8
Totals								

Section II. Students attending under provision of ORS 339.165-339.185 (Dependent Children from Child-Caring Agencies)

Name of School attended 1)	Days in session 2)	Total Days Membership Kg 3)	1-8 4)	9-12 5)	Average Daily Membership Kg 6) 3÷2	1-8 7) 4÷2	9-12 8) 5÷2	Total 9) 6+7+8
Totals								

Section III. Students for whom the resident district does not pay tuition or the parent pays all or part of the tuition

Name of School attended 1)	Days in session 2)	Total Days Membership Kg 3)	1-8 4)	9-12 5)	Average Daily Membership Kg 6) 3÷2	1-8 7) 4÷2	9-12 8) 5÷2	Total 9) 6+7+8
Totals								

This report is due 10 days after the end of the second quarter and the end of the school year. Before completing this report, please refer to the Oregon Student Accounting Manual, dated 1988, and carefully read the instructions on the attached page.

I certify that the above report is true, correct, and complete to the best of my knowledge.

56

Form 581-3202 (1/89)
4060D

Signature of Attending District Official

Signature of Resident District Official

57

Instructions for Attending District:

1. Indicate the reporting period (either the 2nd quarter ending December 31 or the year ending June 30). If the report covers the 2nd quarter, report data for the period October 1 through December 31; do not include the 1st quarter. For the year end report, include data for all four quarters.

2. Section I: Complete a separate report for each district which had students attending your district if:

   a) the resident district pays tuition, or
   b) the students are attending an ESD-financed program.

   Tuition may include payment in dollars or other identifiable means. For example: exchange of students (either one for one or other mutually agreed upon arrangement) or by provision of services.

   Section II: Complete a separate report for each district that will be billed for students attending your district under provision of ORS 339.165 through 339.185. Please note that this report requests total days membership rather than total days attendance as reported on the billing form.

   Section III: Complete a separate report for each district which had students attending your district for whom the resident district does not pay tuition or the parent pays all or part of the tuition.

3. In order to expedite the processing of this form, you may wish to list on the back of the form the names of the students for whom the data apply. This will enable the resident district to more quickly verify the residency of each student.

4. Sign each form before forwarding.
   Send one copy of each form to the Department of Education.
   Send three copies to the resident district from which the student(s) come.
   Send one copy to the ESD of the county from which the student(s) come.
   Retain one copy for your files.

INSTRUCTIONS FOR THE RESIDENT DISTRICT:

Examine the report in view of your understanding of the situation. If correct, sign the form and forward one copy to the ESD of your county and one to the Department of Education. If not correct, return to the attending district with an explanation of the incorrect data.

INSTRUCTIONS FOR ESD SUPERINTENDENT:

Use the copy sent by the attending district as a guide for checking on the completed copy to be received from the resident district.

If you have any questions regarding the completion of this form, please call 378-3631.

Names of Non-Resident Students

Section I. Students for whom the resident district pays tuition or who attend ESD-financed programs

Section II. Students attending as dependents from a child-caring agency (List also address used in determining residency under ORS 339.165 (3) and total days membership for each student.)

Section III. Students for whom the resident district does not pay tuition or the parent pays all or part of the tuition.

A SUGGESTED STUDENT ATTENDANCE ACCOUNTING REPORT CHECKLIST

This checklist attempts to prevent common errors and omissions in student attendance accounting. We offer it as a suggested checklist for your use; you may wish to retain it for continued use next school year.

ON YOUR FORM 581-3200:

Section I

_____ Enrollment entries are cumulative. Never show a decrease for any enrollment code during the school year unless an amended report is filed.

_____ Report Kindergarten membership in full.

_____ Item 117 must balance down and across.

_____ Membership days should be shown with a 0 or 5 following the decimal (for example, membership days of 480 should be shown as 480.0).

Section II

_____ Item 134, Number of Days in Session, must be completed.

_____ A separate report should be filed for any grade(s) having a different number of days in session. (Please remember that all grades are covered by the 175 day minimum requirement unless a waiver has been obtained.)

Section III

_____ The Attending Student column (resident plus nonresident) should be filled in.

_____ Total Days Membership in item 133 must equal Total Days Membership in items 167 + 170 + 173.

_____ If there are entries in the Nonresident Student column, items 158, 161, or 164, a nonresident report (Form 3202) must be filed for each resident district (quarter ending December 31 and Annual, only).

ON YOUR FORM 3202: (quarter ending December 31 and Annual, only)

Attending District

_____ A separate form must be completed for each resident district having students attending your schools. A copy should be mailed to the Department of Education, the resident district and the ESD.

_____ The sum of Total Days Membership from all 3202's must equal the Total Days Membership of Nonresident Students on all 3200's (items 158, 161 and 164).

_____ Students listed on Forms 3193 and 3194 must be reported in Section II on the 3202 (forms 3190 and 3191 used for estimate). Days Membership for these students is reported on Form 3202; Days Attendance is reported on Form 3193.

ON YOUR FORM 3202:

Attending District (continued)

_____ The grade level shown in the TDM and ADM block must agree with the grades for which the resident district is responsible. (For example, do not indicate an elementary school district as the resident district for a high school student.)

_____ Always use a separate line to report membership days listed on separate 3200s.

Resident District

If your district pays tuition for resident students to attend another district:

_____ Contact the attending district if a Form 3202 has not been received by July 1 (January 1 for December quarter).

_____ If forms received from attending district(s) are correct, sign and forward to the Department of Education and ESD by July 10 (January 10 for December quarter).

_____ If forms received from attending district(s) are incorrect, contact the attending district immediately regarding the error.

ON YOUR FORM 3201: (quarter ending December 31 and Annual, only)

_____ This form reports all students enrolled in: A continuation school; shared time program; and home instruction.

_____ Home instruction students should not be carried simultaneously on the school rolls.

_____ Under home instruction, never count more than 5 hours per week for any student.

_____ For year-end reports count total hours of instruction for full school year; for December report count hours of instruction for December quarter only.

For all districts:

_____ Double-check all forms for accuracy and completeness before forwarding to the ESD or Department of Education.

_____ When revising any of the Student Accounting forms, please indicate the date of revision.

_____ Ensure that someone is available by telephone to answer questions regarding these forms. Many districts are not staffed during the summer, but correction of forms cannot wait until September. Common and County School Funds and Basic School Support money cannot be distributed before ADM data is complete and accurate.

SUGGESTED CHECKLIST FOR ACCURACY CONTROL SYSTEM

The recently amended Student Attendance Accounting rule (OAR 581-23-006) requires school districts to have in operation a written attendance accounting system which is adequately controlled and enables the district's chief administrator to certify the accuracy of data reported to the Oregon Department of Education.

An acceptable system of student attendance accounting must include procedures ensuring the following:

_____ The control system is detailed in writing and is available to each building principal and attendance clerk as well as appropriate attendance personnel at the district and state levels.

_____ Attendance clerks are adequately trained and have access to all appropriate instructions and manuals.

_____ Individual student entries for enrollment, membership, and attendance are made and verified in a timely manner. "Timely" should be quantified. (Ideally, it would be daily; the maximum lag time would be once a week.) Verification of entries should be handled be a second person--if staffing permits.

_____ Daily source records for enrollment, membership, and attendance are retained for at least two years to allow auditors to verify the accuracy of reported data. The Oregon School Register or its equivalent is permanently retained.

_____ Pre-enrolled students who fail to attend are not counted in membership.

_____ Students are withdrawn from the roll on the next regularly-scheduled school day following the last day of attendance.

_____ Withdrawal of students from the roll after ten consecutive days absence (rather than immediately) is confined to those students who are expected to return.

_____ Residency of each student is checked at the time of enrollment and is correctly reported.

_____ An appropriate FTE has been assigned to each student.

_____ "Christie list" students (ORS 343.243) are identified and reported separately.

_____ Home instruction students are not carried on the school roll. (The number of hours of home instruction by certificated staff are to be maintained and reported separately.)

_____ No students are shown on the rolls of more than one instructional program.

*_____ Students enrolled in private alternative programs are not carried on the school roll. (The number of hours of instruction are to be maintained and reported separately by the private alternative school.)

_____ Entries on state forms are double checked before forwarding to the Department of Education. (The suggested checklist in the accounting manual has been referred to.)

_____ A system of work assignments has been established that enables each school to complete its state forms within ten days of the end of each quarter.

_____ Arrangements have been made for someone to be available by phone throughout the year in the event questions arise regarding state forms.

_____ The district's chief administrator can be assured of the accuracy of reports prior to annual certification and submission to the state.

* Change for 1988-89 School year.

44/FIN
(11/88)

OREGON DEPARTMENT OF EDUCATION
700 Pringle Parkway SE
Salem, OR 97310-0290

Name _____
(Last, First, Middle Initial)

Birth Date _____
(Month/Day/Year)

Social Security No. _____

Report on Individual Early Leaver

(Withdrawal for whom NO request for transcripts has been received)
Grades 9-12

Section I

ODE County/District/School Code _____ School _____

☐ Check here to rescind previously submitted early leaver's report. Student is continuing a full-time education program, or a request for transcripts was received after the last reporting. **(Fill in Section I only.)**

• • • STOP HERE • • •

Section II

Gender: ☐ Male ☐ Female

Racial-ethnic designation: ☐ White ☐ Black ☐ Hispanic ☐ Asian ☐ American Indian ☐ Other ☐ Unknown

Enrolled in (during high school years):

ESL	☐ Yes	☐ No
TAG	☐ Yes	☐ No
Chapter I	☐ Yes	☐ No
Special Ed	☐ Yes	☐ No

Units of credit earned/recognized in fulfillment of district graduation requirements (from cumulative record file): _____

Date withdrawn from school: _____
(Month/Day/Year)

Approximate cumulative time enrolled in this district:
☐ Less than 2 months ☐ 1-5 years
☐ 2 months-1 year ☐ More than 5 years

Withdrawal code:
W2 ☐ W3 ☐ W4 ☐ W5 ☐ W6 ☐ W7 ☐
W8 ☐ 10-day absence W8 ☐ Expelled W8 ☐ Other reasons

Withdrawal Codes: (OAR 581-23-006)

W2 — Student transferred to another school in this district
W3 — Student transferred to a nonpublic school
W4 — Student moved out of the local school district or state
W5 — Student quit school after passing compulsory attendance age (but not graduating)
W6 — Student issued work permit (leaving school to go to work)
W7 — Student graduated in mid-year
W8 — Withdrawn because of other reasons

Section III

One of the following statements may apply to this early leaver, or, none may apply. Either (a) check one of these statements in Section III and follow its instructions, or (b) determine that none of the Section III statements apply for this early leaver and go to Section IV.

01 ☐ The district is collecting basic school support monies and is paying for the student's education which is being delivered outside of this district. (Not a GED preparation program.) If you checked this box, STOP HERE.

02 ☐ The district has issued a diploma or equivalent alternative award based on the student's completion of a prescribed program. (Not a GED preparation program.) If you checked this box, STOP HERE.

03 ☐ The student has transferred to a mental health, juvenile facility or substance abuse program. If you checked this box, STOP HERE.

04 ☐ The student died. If you checked this box, STOP HERE.

05 ☐ The district has released the student to an (adult) high school completion/equivalency program which focuses on completing course work to earn credits. (Not a GED preparation program.) No request for transcripts was received. If you checked this box, GO TO and complete Section IV for this student.

The student left school to participate in a GED preparation program which is:

06 ☐ outside of this district but to which we "flow through" basic school support funds;

07 ☐ administered by this district's education program;

08 ☐ not described by either item 06 or 07.

(If you checked any of these three boxes [06, 07 or 08] GO TO and complete Section IV for this student.)

Section IV

00 ☐ Leaver not here long enough to learn about him/her. If you checked this box, STOP HERE.

Sources of this information: 01 ☐ Parent 02 ☐ Leaver 03 ☐ Counseling staff 04 ☐ Attendance staff 05 ☐ Other

Reasons given for withdrawal from school – check the boxes next to all factors which contributed to the student leaving school (ascertain from an exit interview or from teacher or counselor):

Category	Factors
Academics	11 ☐ Too easy 12 ☐ Too difficult 13 ☐ Irrelevant to needs 14 ☐ Class schedule 15 ☐ Credit deficit 16 ☐ Competencies deficit 17 ☐ Lack of achievement 18 ☐ Bored 19 ☐ Language problem
Conduct Standards	21 ☐ Non-attendance 22 ☐ Expulsion 23 ☐ Disciplinary action 24 ☐ Suspension
Interpersonal Relationships	31 ☐ Doesn't relate to peers 32 ☐ Peer pressure to leave 33 ☐ Hassled in school
School Personnel	41 ☐ Conflict with teachers 42 ☐ Conflict with administration 43 ☐ Advised to leave
Self	51 ☐ Lack of motivation 52 ☐ Illness 53 ☐ Mental health 54 ☐ Drugs 55 ☐ Alcohol 56 ☐ General attitude 57 ☐ Stubbornness
Home/Family	61 ☐ Pregnancy 62 ☐ Marriage 63 ☐ Financial need 64 ☐ Home situation 65 ☐ Lack of support to stay 66 ☐ Home schooling
Alternate Work/Education	71 ☐ Work offer 72 ☐ Alternative Ed Program/GED Program (student not enrolled by LEA)

DUE DATES: File reports by December 15 for students who 1) failed to return from summer vacation, 2) withdrew during the last 45 days of the previous school year, or 3) withdrew before October 15 of the current school year; and for whom no request for the transfer of records has been received. File reports by June 15 for dropouts from October 15 through 45 days prior to the end of the current school year.

OREGON DEPARTMENT OF EDUCATION
700 Pringle Parkway SE
Salem, OR 97310

Office of School District Services
School Finance & Data Information Services

BASIC SCHOOL SUPPORT FUND REPORT OF COMMUNITY COLLEGE INSTRUCTION

☐ For Quarter Ending December 31, 19__
☐ For Year Ending June 30, 19__

Attending in: District Name and No. _____ County/ ESD _____

Enrolled in: Community College Name _____

Course Title(s): _____

Name and Number of Resident District	No. of Students	No. of Comm. College Instructional Hours	For use by the Oregon Department of Education

CERTIFICATION BY ATTENDING DISTRICT AND COMMUNITY COLLEGE:

I certify that the above report is true, correct, and complete to the best of my knowledge.

_____ _____
Signature for Attending District Date

_____ _____
Signature for Community College Date

Form 581-3207 (Rev. 7/86)

This report is due 10 days after the end of the second quarter and the end of the school year.

Under provisions of OAR 581-23-006 and ORS 341.525 (3) the attending school district must report students enrolled in dual-credit courses mutually agreed upon between a local school district and a community college if the community college will claim reimbursement from the community college operating fund.

The report shall be prepared by the local district and verified by the community college prior to submission to the Department. Each report shall yield subtotals for resident and nonresident students by district.

Two reports shall be required each year: the first covering the quarter ending December 31 and the second covering the year ending June 30.

The Department shall convert to ADM the community college instructional hours reported for each reporting period by multiplying the total hours of instruction by .167 and dividing the product by 55 for the December 31 quarterly report and by 175 for the June 30 annual report.

The ADM computed shall be deducted by the Department from the ADM of the district.

INSTRUCTIONS FOR THE ATTENDING DISTRICT:

1. Indicate the reporting period--either the quarter ending December 31 (for the period from October 1 through December 31) or the year ending June 30 (the first day of school through the last day of school for the year).

2. A) All students who are enrolled in dual-credit courses that are mutually agreed upon by your district and the community college must be reported if the community college is claiming state reimbursement.

   B) Students should not be reported if: The community college will not claim reimbursement; or if the student pays tuition for a community college course that has not been mutually agreed upon by your district and the community college.

3. All students described in 2. A) above must be grouped by resident district. Use the first line to report students who are resident in your district. Complete a separate line for each district that had students attending your district on a district-paid tuition basis.

4. Retain one copy of the completed form for your files. Send one copy to the Department. Send two copies to the community college, accompanied by a listing of the names of the students. This will facilitate verification by the college. Do not send names to the Department.

INSTRUCTIONS FOR THE COMMUNITY COLLEGE:

Examine the completed form in view of your understanding of the situation. If correct, complete your part of the certification and forward one copy to the Department. DO NOT SEND STUDENT NAMES.

If the data are not correct, return to the attending district with an explanation of the incorrect data.

OREGON DEPARTMENT OF EDUCATION
700 Pringle Parkway SE
Salem, OR 97310

Office of School District Services
School Finance & Data Information Services

NUMBER OF STUDENTS COMPLETING HIGH SCHOOL
1987-88

Name Of High School_____ Name & No. of District _____

Due Date: June 30, 1988

NUMBER OF STUDENTS COMPLETING HIGH SCHOOL

1987-88

	Males	Females	Total
Regular High School Diploma			
Alternative Document:			
Modified Diploma			
Certificate of Completion			
Certificate of Achievement			
Certificate of Attendance			
Certificate of Competence			
Certificate of Attainment			
Certificate of Accomplishment			
TOTAL			

Instructions:

Complete two copies of this form. Retain one for your files and forward the other to the Department of Education no later than June 30, 1988.

Include all students who completed high school during 1987-88.

Definitions:

Regular High School Diploma: the document issued by the school district attesting to the holder's having fulfilled all school district requirements and state requirements as described in OAR 581-22-316.

Alternative Document: the document issued by the school district attesting to the holder's having met some but not all of the graduation requirements.

The alternative documents listed above represent those most commonly used by Oregon school districts. If these categories are not appropriate for your high school, please insert the names of your alternative documents in the blanks provided.

Form 581-3209 (Rev. 4/88)
105/FIN

OREGON DEPARTMENT OF EDUCATION
700 Pringle Parkway SE
Salem, Oregon 97310-0290

Office of School District Services
School Finance & Data Information Services

DISTRICT REPORT OF RESIDENT ENROLLMENT BY COUNTY LINES
For the Period Ending December 31, 1988

Send two copies to the ESD Superintendent, who will forward one copy to our office by January 15.

District _____

ESD _____

1. Enter total district enrollment as shown on Form 3200 (Second quarter):

	E1	+	E2	+	R3	+	R5	=	Total
Form 3200 2nd qtr									

2. Enter total district enrollment broken down by county of the students' legal residence, with non-resident enrollment shown separately:

Resident Enrollment			+		=	
_____Co.	_____Co.	_____Co.		Non-Resident Enrollment		Total

These totals must agree

This report must be filed by every district with territory lying in two or more counties, whether or not students are residing in each portion.

CERTIFICATION:

I certify that the above report is true, correct, and complete to the best of my knowledge.

Signature _____

Title _____

Date _____ Phone _____

Form 581-3203 (Rev. 12/88)

OREGON DEPARTMENT OF EDUCATION
700 Pringle Parkway SE
Salem, Oregon 97310-0290

Office of School District Services
School Finance & Data Information Services

DISTRICT REPORT OF RESIDENT ENROLLMENT BY COUNTY LINES
For the Period Ending June 30, 1988

Send two copies to the ESD Superintendent, who will forward one copy to our office by July 15

District _____

ESD _____

1. Enter total district enrollment as shown on Form 3200 (Annual):

	E1	+	E2	+	R3	+	R5	=	Total
Form 3200 Annual									

2. Enter total district enrollment broken down by county of the students' legal residence, with non-resident enrollment shown separately:

Resident Enrollment			+	=	
_____Co.	_____Co.	_____Co.	Non-Resident Enrollment	Total	These totals must agree

This report must be filed by every district with territory lying in two or more counties, whether or not students are residing in each portion.

CERTIFICATION:

I certify that the above report is true, correct, and complete to the best of my knowledge.

Signature _____

Title _____

Date _____ Phone _____

Form 581-3205 (Rev. 05/88)

RETURN COMPLETED FORM 3190 and 3191
BY JANUARY 31 TO:
Oregon Department of Education
Division of Special Education
700 Pringle Parkway SE
Salem, Oregon 97310-0290

Name and Number of Attending District

ESD in which District is Located

1988-89
ESTIMATE OF ATTENDANCE OF NON-RESIDENT DEPENDENT STUDENTS IN CHILD-CARING FACILITIES

1. ORS 339.165 through 339.185 states that school districts providing instruction to a dependent child as a result of his or her placement in any facility which is authorized to provide care for five or more children by a public or private licensed child-caring agency may request tuition payment from the child's resident district.

2. In order to provide each resident district with an estimate of the actual billing it will receive in August, the attending district must supply information to the Department for each dependent child attending school in the district.

INSTRUCTIONS FOR COMPLETING BILLING FORMS

COLUMN 1 — Enter the child's legal name.
COLUMN 2 — Enter **name** and **number** of resident district. (Refer to definition of "resident district" on reverse side).
COLUMN 3 — Enter a check mark (✓) for each handicapped, dependent child determined eligible under OAR 581-15-051 who receives special education in a special class placement 60 percent of the school day or more. (Refer to definition of "special class placement" on reverse side.)
COLUMN 4 — Enter student's grade level.
COLUMN 5 — Enter parents' or legal guardian's address at time child was placed by the child-caring agency.
COLUMN 6 — Count the number of days attendance for each dependent child from the start of the school year to December 31, and estimate the days attendance from January 1 through the close of the school year. For those dependent children who have left the child-caring facility before January 1 of this school year, the attending district shall report the actual days attendance. (The law specifies use of actual attendance figures, not **membership**.)
ATTACH — A signed report (Form No. 3191) "Affidavit by Child-Caring Agency for Non-Resident Dependent Children" for each child-caring facility served by your school district.
REMINDER — A completed (Form No. 3202) "Basic School Support Fund Report of Non-Resident Pupils" needs to be sent to each resident district.

1 NAME OF STUDENT	2 NAME AND NUMBER OF RESIDENT DISTRICT	3 60% ✓	4 GRADE LEVEL	5 PARENTS' OR LEGAL GUARDIAN'S HOME ADDRESS AT TIME CHILD WAS PLACED BY THE AGENCY	6 PROJECTED DAYS ATTENDANCE

I certify that the above report is true, correct, and complete to the best of my knowledge and belief.

Signature of Person Preparing Form | Date | Telephone

1 NAME OF STUDENT	2 NAME AND NUMBER OF RESIDENT DISTRICT	3 60% ✓	4 GRADE LEVEL	5 PARENTS' OR LEGAL GUARDIAN'S HOME ADDRESS AT TIME CHILD WAS PLACED BY THE AGENCY	6 PROJECTED DAYS ATTENDANCE

EXPLANATIONS

Resident District — ORS 339.165(3) defines "resident district" as the school district in which the parents or legal guardian, if any, of the dependent child resided at the time the child was placed by a public or private licensed child-caring agency in any facility authorized to provide care for five or more. If the dependent child has no parents or legal guardian, or none can be located, the child shall be considered to be resident of the district in which he resided at the time he became a dependent child.

This entry is mandatory. No billing can be processed without a complete resident district entry.

Special Class Placement — Means placement in a special class, resource room, self-contained classroom, or other similar placement within the attending district, in another district, or an education service district 60 percent of the school day or more.

OREGON DEPARTMENT OF EDUCATION
Special Education Section
700 Pringle Parkway SE
Salem, Oregon 97310-0290

Name and Number of Attending School District

Name of Child-Caring Facility
(To be completed by district)

1988-89
AFFIDAVIT BY CHILD-CARING AGENCY FOR NON-RESIDENT DEPENDENT CHILDREN

1. ORS 339.185 states that a public or private licensed child-caring agency placing a child in any facility which is authorized to provide care for five or more shall provide the attending school district defined in ORS 339.165 with an affidavit stating the period of time the child has lived in the district providing the educational service.

2. In order to provide the attending district with the required information, the agency is requested to complete Columns 4 and 5, and return the form to the attending district by January 21, 1989.

I, _____, of _____
(Name of Representative) (Name of Agency or Care Facility)
hereby certify that the dependent children listed below were living in the above-named facility during the period of time noted.

_____ _____
Signature of Agency or Care Facility Representative Date

INSTRUCTIONS TO DISTRICT FOR COMPLETING COLUMNS 1, 2 AND 3

COLUMN 1 — Enter the child's legal name.
COLUMN 2 — Enter name and number of resident district. (Refer to definition of "resident district" on reverse side.)
COLUMN 3 — Enter parents' or legal guardian's address at time child was placed by the agency.

INSTRUCTIONS TO AGENCY FOR COMPLETING COLUMNS 4 AND 5

COLUMN 4 — Enter date child entered facility.
COLUMN 5 — Enter date child left, if applicable.

THEN RETURN COMPLETED FORM TO ATTENDING DISTRICT LISTED ABOVE BEFORE JANUARY 21.

1 NAME OF STUDENT	2 NAME AND NUMBER OF RESIDENT DISTRICT	3 PARENTS' OR LEGAL GUARDIAN'S HOME ADDRESS AT TIME CHILD WAS PLACED BY THE AGENCY	4 DATE ENTERED FACILITY	5 DATE LEFT FACILITY

Form 581-3191 (Rev. 12/88)

1 NAME OF STUDENT	2 NAME AND NUMBER OF RESIDENT DISTRICT	3 PARENTS' OR LEGAL GUARDIAN'S HOME ADDRESS AT TIME CHILD WAS PLACED BY THE AGENCY	4 DATE ENTERED FACILITY	5 DATE LEFT FACILITY

EXPLANATIONS

Resident District — This entry is mandatory.

ORS 339.165(3) defines "resident district" as the school district in which the parents or legal guardian, if any, of the dependent child resided at the time the child was placed by a public or private licensed child-caring agency in any facility authorized to provide care for five or more. If the dependent child has no parents or legal guardian, or none can be located, the child shall be considered to be resident of the district in which he resided at the time he became a dependent child.

Date Left Facility — The date on which the dependent child left the facility if he/she terminated residence at the facility before January 1 of the school year being reported.

Form 581-3191 (Rev. 12/88)

RETURN COMPLETED FORM BY JULY 1 TO:
Bob Clark, Division of Special Student Services
Oregon Department of Education
700 Pringle Parkway SE
Salem, Oregon 97310-0290

Name and Number of Attending District

ESD in which District is Located

1988-89
FINAL REPORT OF ATTENDANCE OF NON-RESIDENT DEPENDENT STUDENTS IN CHILD-CARING FACILITIES

1. ORS 339.165 through 339.185 states that school districts providing instruction to a dependent child as a result of his or her placement in any facility which is authorized to provide care **for five or more children** by a public or private licensed child-caring agency may request tuition payment from the child's resident district.

2. Please provide the final billing information to the Department of Education for each dependent child attending school in your district.

INSTRUCTIONS FOR COMPLETING BILLING FORMS

COLUMN 1 — Enter the child's legal name.
COLUMN 2 — Enter **name** and **number** of resident district. (Refer to definition of "resident district" on reverse side).
COLUMN 3 — Enter a check mark (✓) for each handicapped, dependent child determined eligible under OAR 581-15-051 who receives special education in a special class placement 60 percent of the school day or more. (Refer to definition of "special class placement" on reverse side.)
COLUMN 4 — Enter student's grade level.
COLUMN 5 — Enter parents' or legal guardian's address at time child was placed by the child-caring agency.
COLUMN 6 — Count the number of days attendance for each dependent child from the start of the school year to the close of the school year. (The law specifies use of actual attendance figures, not **membership**.)
ATTACH — A signed report (Form No. 3194) "Affidavit by Child-Caring Agency for Non-Resident Dependent Children" for each child-caring facility served by your school district.
REMINDER — A completed (Form No. 3202) "Basic School Support Fund Report of Non-Resident Pupils" needs to be sent to each resident district.

1 NAME OF STUDENT	2 NAME AND NUMBER OF RESIDENT DISTRICT	3 60% ✓	4 GRADE LEVEL	5 PARENTS' OR LEGAL GUARDIAN'S HOME ADDRESS AT TIME CHILD WAS PLACED BY THE AGENCY	6 TOTAL DAYS ATTENDANCE

I certify that the above report is true, correct, and complete to the best of my knowledge and belief.

Signature of Person Preparing Form | Date | Telephone

Form 581-3193 (Rev. 12/88)

1 NAME OF STUDENT	2 NAME AND NUMBER OF RESIDENT DISTRICT	3 60% ✓	4 GRADE LEVEL	5 PARENTS' OR LEGAL GUARDIAN'S HOME ADDRESS AT TIME CHILD WAS PLACED BY THE AGENCY	6 TOTAL DAYS ATTENDANCE

EXPLANATIONS

Resident District — ORS 339.165(3) defines "resident district" as the school district in which the parents or legal guardian, if any, of the dependent child resided at the time the child was placed by a public or private licensed child-caring agency in any facility authorized to provide care for five or more. If the dependent child has no parents or legal guardian, or none can be located, the child shall be considered to be resident of the district in which he resided at the time he became a dependent child.

This entry is mandatory. No billing can be processed without a complete resident district entry.

Special Class Placement — Means placement in a special class, resource room, self-contained classroom, or other similar placement within the attending district, in another district, or an education service district 60 percent of the school day or more.

RETURN COMPLETED FORM BY JULY 1 TO:
Bob Clark, Division of Special Student Services
Oregon Department of Education
700 Pringle Parkway SE
Salem, Oregon 97310-0290

Name and Number of Attending District

Name of Child-Caring Facility
(To be completed by district)

1988-89
AFFIDAVIT BY CHILD-CARING AGENCY FOR NON-RESIDENT DEPENDENT CHILDREN

1. ORS 339.185 states that a public or private licensed child-caring agency placing a child in any facility which is authorized to provide care for five or more shall provide the attending school district defined in ORS 339.165 with an affidavit stating the period of time the child has lived in the district providing the educational service.

2. In order to provide the attending district with the required information, the agency is requested to complete Columns 4 and 5, and return the form to the attending district by May 31, 1989.

I, _____, of _____
(Name of Representative) (Name of Child-Caring Agency)
hereby certify that the dependent children listed below were living in the above-named facility during the period of time noted.

_____ _____
Signature of Child-Caring Agency Representative Date

INSTRUCTIONS TO DISTRICT FOR COMPLETING COLUMNS 1, 2 AND 3

COLUMN 1 — Enter the child's legal name.
COLUMN 2 — Enter name and number of resident district. (Refer to definition of "resident district" on reverse side.)
COLUMN 3 — Enter parents' or legal guardian's address at time child was placed by the agency.

THEN SEND THE FORM TO THE CHILD-CARING AGENCY FOR COMPLETION OF COLUMNS 4 AND 5.

INSTRUCTIONS TO AGENCY FOR COMPLETING COLUMNS 4 AND 5

COLUMN 4 — Enter date child entered facility.
COLUMN 5 — Enter date child left, if applicable.

THEN RETURN COMPLETED FORM TO ATTENDING DISTRICT LISTED ABOVE BEFORE MAY 31.

1 NAME OF STUDENT	2 NAME AND NUMBER OF RESIDENT DISTRICT	3 PARENTS' OR LEGAL GUARDIAN'S HOME ADDRESS AT TIME CHILD WAS PLACED BY THE AGENCY	4 DATE ENTERED FACILITY	5 DATE LEFT FACILITY

1 NAME OF STUDENT	2 NAME AND NUMBER OF RESIDENT DISTRICT	3 PARENTS' OR LEGAL GUARDIAN'S HOME ADDRESS AT TIME CHILD WAS PLACED BY THE AGENCY	4 DATE ENTERED FACILITY	5 DATE LEFT FACILITY

EXPLANATIONS

Resident District — This entry is mandatory.

ORS 339.165(3) defines "resident district" as the school district in which the parents or legal guardian, if any, of the dependent child resided at the time the child was placed by a public or private licensed child-caring agency in any facility authorized to provide care for five or more. If the dependent child has no parents or legal guardian, or none can be located, the child shall be considered to be resident of the district in which he resided at the time he became a dependent child.

Date Left Facility — The date on which the dependent child left the facility if he/she terminated residence at the facility.

Form 581-3194 (Rev. 12/88)

RETURN COMPLETED FORM BY FEBRUARY 1 TO:
Bob Clark, Division of Special Education
& Student Services
Oregon Department of Education
700 Pringle Parkway SE
Salem, Oregon 97310-0290

Name of Educational Program

Name of Contracting LEA, If Any

ESTIMATE OF STUDENT MEMBERSHIP OF EDUCATIONAL PROGRAMS DESIGNATED IN ORS 343.243 FOR THE YEAR ENDING JUNE 30, 1989

Under provision of ORS 343.243, part of the cost of educating Oregon resident students in certain special education programs under ORS 343.236, 343.261, 343.961, and 346.010 shall be borne by the County School Fund of the county in which the student is resident.

The law states that by March 1, the Oregon Department of Education shall notify each county having such resident children of the estimated cost of educating the children during that year. To do so, we must have the following items of information no later than February 1, 1989.

The data given below should be for the regular school session only. Exclude summer school.

1. Estimated number of days of instruction during the school year _____
2. Complete the following student membership information.

INSTRUCTIONS FOR COMPLETING MEMBERSHIP INFORMATION

Column 1 — Enter the estimated number of students by county of residence.

"County of residence" means the county in which the administrative office of the child's resident school district is located.

"Resident school district" shall be determined as follows (Ref. ORS 343.283):

(a) A child who has attained the age of majority shall be considered a resident of that school district in which the child resides on the date the child enrolls in the educational program.

(b) A minor child shall be considered a resident of that school district in which the parent or person in parental relationship to the child resides on the date the child enrolls in the educational program.

(c) If the child is a ward of a court or an approved child-caring agency, the child shall be considered a resident of that school district in which the parent or person in parental relationship to the child resides on the date the child became a ward.

(d) If the child who is a ward of a court or an approved child-caring agency has no parents or person in parental relationship, or none can be located, the child shall be considered a resident of the school district in which the child resided when the child became a ward.

Column 2 — Enter the estimated number of membership days for students spending **one-half time or more** in the program.

Column 3 — Enter the estimated number of membership days for students spending **less than one-half time** in the program.

Column 4 — Enter estimated total days membership.

ESTIMATE OF STUDENT MEMBERSHIP OF EDUCATIONAL PROGRAMS DESIGNATED IN ORS 343.243 FOR THE YEAR ENDING JUNE 30, 1989

1		2	3	4
ESTIMATED NUMBER OF STUDENTS	COUNTY OF RESIDENCE	ESTIMATED MEMBERSHIP		ESTIMATED TOTAL DAYS MEMBERSHIP
		½ OR MORE	UNDER ½	
	Baker			
	Benton			
	Clackamas			
	Clatsop			
	Columbia			
	Coos			
	Crook			
	Curry			
	Deschutes			
	Douglas			
	Gilliam			
	Grant			
	Harney			
	Hood River			
	Jackson			
	Jefferson			
	Josephine			
	Klamath			
	Lake			
	Lane			
	Lincoln			
	Linn			
	Malheur			
	Marion			
	Morrow			
	Multnomah			
	Polk			
	Sherman			
	Tillamook			
	Umatilla			
	Union			
	Wallowa			
	Wasco			
	Washington			
	Wheeler			
	Yamhill			
	Out-of-State Students			
	TOTAL			

I hereby certify that the information reported on this form is true and correct, to the best of my knowledge and belief.

Signature of person completing report

Telephone Number

Form 581-3198 (Rev. 1/89)

RETURN COMPLETED FORM BY JULY 1 TO:
Bob Clark, Division of Special Student Services
Oregon Department of Education
700 Pringle Parkway SE
Salem, Oregon 97310-0290

Name of Educational Program

Name of Contracting LEA, If Any

FINAL REPORT OF STUDENT MEMBERSHIP OF EDUCATIONAL PROGRAMS DESIGNATED IN ORS 343.243 FOR THE YEAR ENDING JUNE 30, 1988

Under provision of ORS 343.243, part of the cost of educating Oregon resident students in certain special education programs under ORS 343.236, 343.261, and 346.010 shall be borne by the County School Fund of the county in which the student is resident.

The law states that by August 1, the Oregon Department of Education shall notify each county having such resident children of the cost of educating the children during that year. To do so, we must have the following items of information no later than July 1, 1988.

The data given below should be for the regular school session only. Exclude summer school.

1. Total number of days of instruction during the school year _____
2. Complete the following student membership information.
3. **Do NOT report preschool children receiving early intervention services.**

INSTRUCTIONS FOR COMPLETING MEMBERSHIP INFORMATION

COLUMN 1 — Enter the student's legal name.

COLUMN 2 — Enter the student's home address and county of residence.

"County of residence" means the county in which the administrative office of the child's resident school district is located.

"Resident school district" shall be determined as follows (Ref. ORS 343.283):

(a) A child who has attained the age of majority shall be considered a resident of that school district in which the child resides on the date the child enrolls in the educational program.

(b) A minor child shall be considered a resident of that school district in which the parent or person in parental relationship to the child resides on the date the child enrolls in the educational program.

(c) If the child is a ward of a court or an approved child-caring agency, the child shall be considered a resident of that school district in which the parent or person in parental relationship to the child resides on the date the child became a ward.

(d) If the child who is a ward of a court or an approved child-caring agency has no parents or person in parental relationship, or none can be located, the child shall be considered a resident of the school district in which the child resided when the child became a ward.

COLUMN 3 — Enter the number of membership days for students spending **one-half time or more** in the program.

COLUMN 4 — Enter the number of membership days for students spending **less than one-half time** in the program.

COLUMN 5 — Enter the total days membership.

1 STUDENT'S NAME	2 COUNTY OF RESIDENCY & HOME ADDRESS	3 ½ OR MORE	4 UNDER ½	5 TOTAL DAYS MEMBERSHIP

I hereby certify that the information reported on this form is true and correct, to the best of my knowledge and belief.

Signature of person completing report

Telephone Number

Form 581-3198 (Rev. 5/88)

SCHEDULE OF DUE DATES FOR STUDENT ACCOUNTING FORMS
1988-89

DUE DATE	FORM NO. 581-	FORM NAME
October 10	3200	Student Personnel Accounting Report
December 15	3204	Report on Individual Early Leavers
January 10	3200	Student Personnel Accounting Report
January 10	3201	Resident ADM in Part-Time and Special Programs
January 10	3201A	BSSF Report of ADM in Alternative Programs (ORS 339.250)
January 10	3202	Basic School Support Fund Report of Non-Resident Students
January 10	3207	BSSF Report of Community College Instruction
January 16	3203	District Report of Resident Enrollment by County Lines-For Quarter Ending December 31 (Joint Districts Only)
January 31	3190	Estimate of Attendance of Non-resident Dependent Students in Child-Caring Facilities
January 31	3191	Affidavit by Child-Caring Agency for Non-resident Dependent Children
February 1	3196	Estimate of Student Membership of Educational Programs Designated in ORS 343.243
April 10	3200	Student Personnel Accounting Report
June 15	3204	Report on Individual Early Leavers
June 30	3209	Number of Students Completing High School
July 3	3193	Final Report of Attendance of Non-Resident Dependent Students in Child-Caring Facilities
July 3	3194	Affidavit by Child-Caring Agency for Non-resident Dependent Children
July 3	3198	Final Report of Student Membership of Educational Programs Designated in ORS 343.243
July 10*	3199	Certification of Student Attendance Accounting Data
July 10*	3200	Student Personnel Accounting Report
July 10*	3201	Resident ADM in Part-Time and Special Programs
July 10*	3201A	BSSF Report of ADM in Alternative Programs (ORS 339.250)
July 10*	3202	Basic School Support Fund Report of Non-Resident Students
July 14	3205	District Report of Resident Enrollment By County Lines--For Year Ending June 30 (Joint Districts Only)

*Or ten days after close of school, whichever comes sooner.

8FIN
11/3/88

5. INTERPRETATIONS AND OPINIONS

The following represent opinions and/or interpretations of statutes and rules which apply to the allocation of the Basic School Support Fund, as well as related recordkeeping and reporting procedures. They have been supplied in response to district requests for clarification.

1. KINDERGARTEN

All day, every day Kg

Kindergarten students attending all day (a.m./p.m.) may not be counted as more than .5 ADM per student (This adjustment is made at the Department of Education.)

Simultaneous Kg and grade 1 enrollment

Student attending Kg in a.m. and 1st grade in p.m. should be shown as 1st grader and receive full ADM.

Handicapped student

Handicapped Kg students in programs for the handicapped are counted at full ADM. Handicapped students in regular Kg program, however, are counted at .5 ADM. (Adjustment made at the Department of Education.)

Days in session

Kindergarten home visits or parent/teacher conferences may be considered a day in session.

2. DAYS IN SESSION

Readiness testing

If students are brought in to school individually, do not consider this as a day in session.

If all students are there as a class, count as day in session.

Registration

If all students register on the same day before classes begin, count as day in session. If only groups of students register on any one day, then the first day in session is the first day of class.

Interrupted day

Each "day in session" is counted as a full day; there are no half-days in session. If students and teachers report to school and then are sent home, the day is counted as a whole day and membership is recorded accordingly.

3. WITHDRAWALS

Suspended, expelled and excluded students

Student is withdrawn on the day of expulsion and reentered as R1, R2 or R4 upon return.

Student may be carried as absent during suspension or exclusion up to a maximum of 10 days before withdrawal from the roll unless it is known that the student will not return.

4. TUITION

Tuition to special school out-of-state

If a handicapped student attends a school out-of-state and the resident district pays tuition, the resident district should complete and submit Form 3202 to the Oregon Department of Education.

5. COUNTY SCHOOL FUND BILLING

a. Regional Programs

Responsibility for Form 3200

Students attending a state-supported program half-time or more should be reported on Form 3200 as resident for the program and should not be carried on the roll of the resident district. Students cannot be counted for BSSF.

Students receiving less than 1/2 of their instruction in a state-supported program should be reported only on Form 3200 of the school in which they receive the majority of their instruction. Students counted for BSSF.

b. Christie List

Students living at Christie List facilities (ORS 343.961) are to be counted on Form 3200 for the particular 100 percent state-supported program even though they may attend regular district schools part- or full-time.

Responsibility for Forms 3196 and 3198

These forms, which provide the basis for the County School Fund billing, are completed by each 100 percent state-supported program and should include appropriate information for all students participating in the program- both half-time or more, and less than half-time.

6. DEPENDENT STUDENTS IN CHILD-CARING AGENCIES

Students attending an ESD program (financed by resolutions funds)

The ESD includes the students on the program's Form 3200 and sends Form 3202 to the resident districts. The ESD also files the required forms under ORS 339.165-339.185, listing all students in its program. The Department of Education will process a billing for students resident in districts outside the ESD. No tuition is paid for students who are resident in a district within the ESD offering the program, since a contribution has already been made through the resolution process.

Student attending special program in another district

Attending district includes student on Form 3200 and forwards Form 3202 to the resident district (as defined in ORS 339.165-339.185). The district in which the child-caring facility is located pays tuition to the attending district and bills the resident district through the Department of Education.

Shift of residency from elementary district to union high district

If a dependent child who is resident in an elementary district continues to live in the child-caring facility, residency shifts to the union high school of which the elementary district is a component at age 14 if the UH includes grades 9-12, or at age 12 if the UH includes grades 7-12, unless the two districts agree to another arrangement.

7. ABSENCES

Record absences differently for student with .5 FTE

Morning or afternoon absence counted as before for student assigned FTE of 1.0. Students must be present for more than 1/2 of the morning to be counted as present for the morning, and present for more than 1/2 of the afternoon to be counted as present for the afternoon.

If .5 FTE student attends at any time during the day, student counted as present full day.

8. JUVENILE DETENTION FACILITIES

Method of reporting

If the instructional program is a regular, full-time program, a register should be maintained and students reported on Form 3200 and (when appropriate) Form 3202.

If instruction is offered on an interim basis to individual students, the program should be considered as part-time and reported on Form 3201, Section II.

9. PARENT INSTRUCTION

Students taught at home

(1) Students who also attend public school daily for core courses may be carried on the roll and the standard definitions of full-time/part-time apply (OAR 581-23-006, Section 5a).

(2) Students who do not attend daily and/or are taking enrichment courses only should be reported in Section 1, "Shared Time" of Form 3201.

(3) Students who receive only instructional materials and testing services may not be counted in the ADM of a school district.

(4) Students who receive instruction in the home from a certificated district teacher may be reported in Section II of Form 3201. One hour of instruction is equal to one day, up to a total of five hours/week for a single student.

10. PRESCHOOL HANDICAPPED

Children served by early intervention programs

These children are not to be reported on student attendance accounting reports.